

GLENBROOK HOMEOWNERS DESIGN REVIEW COMMITTEE (“DRC”) RESTATED PROCEDURES & RULES

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SECTION I

STATEMENT OF INTENT/ HISTORICAL PERSPECTIVE

STATEMENT OF INTENT

The Design Review Committee's (DRC) charter is to preserve Glenbrook's character while maintaining or enhancing Glenbrook's property values. The DRC also tries to meet the individual property owner's needs and goals.

All projects that alter or affect the exterior of a member residence or the member's land area within Glenbrook Homeowner's Association (GHOA) must be evaluated and approved by the DRC before that project is started. Some example projects are: repainting or re-siding of an exterior, roofing, landscaping, partial remodel, home remodel or new construction, adding pavers to driveway, moving a propane tank, or installation of a weather vane. DRC Rules may be in addition to regulatory agency requirements, (i.e., Tahoe Regional Planning Association Best Management Practices).

Proposed projects must be submitted to the DRC and approved before actual work starts. Sometimes a simple sketch with a note attached will provide enough information for DRC's review. On more complex projects, preliminary and final construction (working) drawings will be required. On larger more complex projects it is often beneficial to submit a preliminary proposal before spending time and money on detailed drawings. Before submitting an improvement application, an owner should consider the Design Review Guidelines/Architectural Standards (available at the GHOA office), GHOA Conditions, Covenants and Restrictions (CC&Rs) and/or the Cottage CC&Rs. Applicable excerpts of the CC&Rs are attached to this document. A handy reference of DRC requirements and checklist of submittal requirements for review of individual projects can also be found on the GHOA website:

<http://www.glenbrooktahoe.org>

Other considerations are visual and aesthetic impacts affecting the larger community and neighboring properties. The GHOA CC&Rs stipulate that DRC approval will be required for all proposed architectural and landscaping improvements that are visible from neighboring properties. DRC policy is to solicit comments on proposed design submittals from adjoining property owners. Another important consideration is maintaining the character or the look and feel of the individual streets or neighborhoods. Glenbrook is made up of various small "neighborhoods" – the Cottage Field, Yerington Park area, China Gardens, to name a few. What seem like appropriate architectural features when looking at all of Glenbrook may not be consistent with the character of a particular neighborhood.

An additional consideration is that many properties in Glenbrook are not members of GHOA. Many properties on Yellow Jacket and various properties located on The Back Road and some in the heart of the community in the Rodeo Grounds area are not part of the Glenbrook planned unit subdivision and,

therefore, are not subject to architectural control by GHOA or compliance with these Rules. However, with respect to these properties and their owners, it is the hope and request of GHOA that they voluntarily comply with these architectural guidelines in order to maintain the character and appearance of the community.

All projects relating to properties within the Glenbrook planned unit subdivision (i.e., GHOA members' properties) should start with a call to the GHOA office. This initial direction will often save a good deal of time and/or money. A typical project, once submitted, will be reviewed and accepted or rejected by the DRC within 45 days. Sometimes the process is iterative; i.e. back and forth until the DRC accepts a project application.

What can be done to or allowed on townhomes is in general much more restrictive than what might be done to or allowed on cottage homes. What can be done to or allowed on cottage homes is in general much more restrictive than what might be done to or allowed on custom homes.

The DRC uses the services of a consulting architect, landscape architect, to review homeowner requests for compatibility with the CC&R's, DRC guidelines and standards, and historical practice within the community. However, the design review process is not an exact science. The DRC attempts to be as fair and consistent as possible when conducting its reviews and works toward meeting its charter of preserving Glenbrook's character while maintaining or enhancing Glenbrook's property values.

HISTORICAL PERSPECTIVE

When you purchased your lot or home at Glenbrook, you became a part of one of the most colorful communities in Western America. Glenbrook was settled in the latter half of the 19th Century by easterners who brought their architecture and life style with them across the continent. As one of the largest mill towns in the West, Glenbrook was for 30 years the destination of wealthy entrepreneurs as well as jobless immigrants. Their accomplishments are still evident in the remnants of piers, mills and railroads throughout Glenbrook. The rooming houses which they occupied still exist as private residences within our community.

After the lumber supply was exhausted, Glenbrook became a resort for wealthy vacationers. In 1906, the Inn was completed; a composite of two rooming houses, a store and new construction. With only slight modification, the Glenbrook scene still exists as it did in 1906. Undoubtedly the richness of its history and the visible evidence of its past played a significant part in your choosing Glenbrook as a place to live and vacation. Of course, the pastoral beauty of the setting and the remarkable feeling of solitude were also important in your decision.

It is the responsibility of the DRC, together with you and your architect or designer, to preserve these special qualities of Glenbrook while building a home that suits your needs.

With rare exception, the historical architecture of Glenbrook is unpretentious. This does not mean it is unsophisticated. Many residences within the planned unit are functional, but not ornate (for example, the former Glenbrook Inn). Within this document we have listed some of the observations about the architecture and landscape of Glenbrook that are important to the DRC and which we feel are worthy of your consideration and that of your architect or designer.

[DRC will insert pictures of typical historic and current homes that illustrate the architectural examples]

SECTION II

SUBMITTAL REQUIREMENTS & APPROVAL PROCEDURES

A three step -procedure leading to DRC approval of working drawings is outlined on the following pages. Hopefully, this procedure will eliminate lost time and effort in the preparation of final working drawings and aid in communicating the Glenbrook concept.

This procedure is defined and designed for major remodels and new construction. A less complex procedure is used for minor remodels or smaller projects where appropriate. Minor remodels include replacement of an existing feature, such as changing in-kind windows & doors, exterior paint color and/or materials, in-kind landscaping replacement, installation of driveway pavers or roof replacement.

The applicant must notify the DRC when construction work is completed. Thereafter, the DRC must notify the applicant of any noncompliance of the work within 60 days of written notification of completion of the building or the work will be considered approved.

If owner does work that deviates from approved plans or embarks on work without proper approvals, the owner will be subject to remedies as specified in Section 8.17 of the CC&Rs.

If owner submits changes after plans have been approved, owner will be required to submit updated plans for approval by DRC. In the case of minor changes approved by DRC, owner will be required to submit an as-built plan before final sign off is granted by DRC.

If owner's requested improvements are in excess of TRPA coverage per Glenbrook Subdivision Map or outside the building envelope per Glenbrook Subdivision Map or are a deviation from the DRC Procedures and Rules, the owner may be subject to the Variance Procedure per Section III-M of these DRC Procedures and Rules, Section 8.4 of the CC&Rs, and Section 8.11 of the CC&Rs.

If work is not commenced within one (1) year from date of approval or lesser time as reasonably determined by the DRC, approval of the project shall expire unless DRC extends the time for commencement, as provided for in Section 8.14 of the CC&Rs.

If work is not completed within two (2) years from date of commencement and the owner fails to apply for and obtain an extension as outlined in Section 8.15 of the CC&Rs, the provisions of Sections 8.15, 8.16, and 8.17 of the CC&Rs may apply.

Owners are responsible to obtain any required governmental permits.

An overview of the approval process for major remodels and new construction are as follows:

STEP 1 Initial Submittal .A preliminary submittal, for initial review of the DRC is delivered to the GHOA office. Owner to provide documentation, certified by TRPA or licensed surveyor, of existing coverage, allowable coverage per the Glenbrook Subdivision Map, and proposed coverage. This submittal will be reviewed by the DRC and the GHOA architectural consultant.

STEP 2 Approval of Preliminary Drawings .The DRC will consult by telephone, e-mail or in person in considering the approval of preliminary plans.

Note A: The Owner may request and attend a meeting with the DRC if he or she desires. The DRC will make all reasonable attempts to accommodate owners in this regard.

Note B: It is highly recommended that the owner and his consultants NOT proceed with construction documents prior to approval of the preliminary design drawings. If the owner and his consultants choose to proceed with construction documents prior to obtaining DRC approval of the preliminary drawings, they do so at their own risk. It may take more than one resubmittal of the preliminary drawings before the DRC is able to approve them.

STEP 3 Approval of Construction Documents - The DRC will review construction documents to ensure their conformity with the approved preliminary submissions. All copies of construction documents must have the Glenbrook DRC approval stamp with signatures prior to submission to the TRPA for grading permit, or the County Building Department for a building permit, as applicable.

GENERAL NOTES

Due to the fact that the members of the DRC may not live in Glenbrook on a full time basis, DRC meetings are not regularly scheduled. They will be held at Glenbrook unless another location convenient to all parties is determined, or by teleconference. Because of the logistical problem of getting all members of the DRC together in a single place, four sets of drawings are requested so that they may be reviewed by the Committee members and consulting architect independently. Additional submittal of electronic files of preliminary and final plans and supporting documents is encouraged and may be required upon request by DRC.

A minimum of one week's notice, and preferably longer notice, is necessary for scheduling the meetings.

SUBMITTALS

A. DESIGN REVIEW SUBMITTAL

Application for DRC approval shall be made to:

Design Review Committee
Glenbrook Homeowners Association
P.O. Box 447 / 238 Old Highway 50
Glenbrook, NV 89413

B. REQUIRED PLAN SUBMISSIONS

1. Preliminary Submittal (4 copies) All preliminary drawings will be drawn to scale as appropriate to facilitate review; for example at:

Floor Plan - 1/4" = 1'

Elevation $\frac{1}{4}'' = 1'$

Plot Plan $\frac{1}{8}'' = 1'$

- a. Review Fee - see attached DRC Fee, Penalty and Fine Schedule (Section IX)
- b. Plot Plan
 - (1) To show: north arrow; property lines; building envelope and pad; parking areas; placement of all structures; fencing, screens, walks, fuel tanks, all existing trees over 8 inch diameter with species; creeks, out-cropping and other natural features. Provide existing and proposed coverage calculations as determined by licensed professional or TRPA, reconciled to the Glenbrook Subdivision Map allowed coverage.
- c. Grading Plan
 - (1) To include existing and proposed contours, grades and drainage, utility trench locations and all trees to be removed.
- d. Roof Plan
 - (1) To show pitch, valleys, hips, materials, etc. May be drawn at $\frac{1}{8}''=1'$, or alternate scale to facilitate review.
- e. Floor Plans
 - (1) To include balconies, decks, patios, atriums, carports, utility meter locations, garbage can storage location, garages, storage buildings, square footage of total living area of residence.
- f. Exterior Elevations
 - (1) To include all exterior elevations of main walls, etc., with heights and materials clearly indicated. Exterior elevations to show finished floor elevation above grade and building height, as defined in the Site Development Standards in Section IIII of this document.
- g. Landscape or Revegetation Concept
 - (1) The preliminary submittal is to include, on a separate sheet or overlay, the general landscaping and revegetation suggested by the Architect/Designer. Site may be left in a natural state if provisions are made for revegetation. Check Section VIII for full Landscape Guidelines
- h. Parking plans
 - (1) There shall be a minimum of four off-street parking spaces; and or, a minimum of one parking space for every bedroom or sleeping area which ever is greater. A minimum of two of the required parking spaces shall be located within a garage or approved carport. Applications must include a plan for sufficient off-street parking to accommodate owners and guests.
 - (2) Include a plan for worker and vendor parking during construction period that limits street parking to delivery of materials. This plan should utilize available on-site parking, parking on neighboring parcels if permission is received and alternate sites coordinated with GHOA office.
- i. Proposed construction schedule, including estimated start and completion dates for project

General Notes – Preliminary Submittals

For remodels: please show both existing conditions and proposed modifications. Show existing land coverage, building envelopes, setbacks, floor plans and elevations and proposed floor plans and elevations.

Items b, c and d above may be incorporated on the same drawing.

Preliminary approval is effective for 120 days.

ALL "PRELIMINARY" SUBMISSIONS SHOULD HAVE DESIGN REVIEW COMMITTEE APPROVAL PRIOR TO THE COMMENCEMENT OF WORKING DRAWINGS TO AVOID RE-WORK AND EXPENSE.

2. Submittal 2 (Construction Documents - 4 copies)

a. Construction Documents

To include all of the drawings and exhibits noted in the Submittal 1 above, with any revisions noted by Glenbrook DRC conditional approval letter for drawings of Submittal 1.

b. Construction Details

Drawings to be in completed form as required for construction purposes.

c. Exterior Colors and Finishes

Submission to include either material color sample board or an elevation sheet with color chips attached and a clear indication as to which surface the color relates, and sample of finish roofing material.

d. Landscape Plan

To include fences, walls, trellises, arbors, gazebos, patios, decks, trees, ground covers, shrubs, exterior walkways, sprinkler system, slope stabilization, grading, drainage, lighting, and plant material list. Tree, shrub and plant selection is subject to review.

e. Additions, Remodels, Refinishing

Pursuant to the provisions of Section 8.1 of the CC&Rs, no additions, alterations, remodeling, changes of exterior finish, landscaping, decks, front doors, fences, balconies or other structures shall be constructed on any lot without the approval of the DRC. The submittal procedure shall be as outlined above except that only the working drawings need be submitted for review and approval. The process may be less extensive, depending on the requested alterations and at the discretion of the DRC.

f. Contractor Compliance Acknowledgement Agreement from your General Contractor confirming that he/she has received and reviewed all applicable DRC standards, Rules, and Procedures and GHOA Rules regarding contractors and that he/she agrees to comply with the same with regard to your project. A form for this purpose is available at the GHOA office.

General Notes – Construction Documents

Construction documents will usually be reviewed by the DRC or its architectural consultant within 3 weeks after the submission. Committee findings will usually be reported to applicants within five (5) days after Committee review.

All architectural drawings shall be prepared and signed by a licensed building designer or licensed architect.

Review and approval by the DRC is necessary before additions, changes or alterations are made to any portion of the previously approved plans or design. Failure to do so will subject the owner to possible fines and delays in the completion of the project and could result in refusal by the DRC to give final approval to the project.

The DRC may add further requirements not covered in the foregoing outline, or modify the standards set forth, if in its opinion such modifications are in the best interest of Glenbrook.

If the DRC finds it necessary to disapprove a plan, the Committee will attempt to be specific in indicating the reasons for disapproval. The applicant may attempt to revise those areas noted as unacceptable or submit a completely new plan. More than one submittal may be required for preliminary approval. The DRC may impose additional fees to cover its costs of reviewing material modifications or change orders to plans that have been preliminary reviewed and approved. The DRC will attempt to work with the homeowner toward an acceptable design. The homeowner has the right to appeal decisions of the DRC to the GHOA Board of Directors by using the appeal process as outlined in Section 8.12 of the CC&Rs.

SECTION III

SITE DEVELOPMENT STANDARDS

Intent of Site Development Standards:

The intent of the DRC through the use of the Site Development Standards is to preserve the character and charm of our mountain community. The issues and concerns that the DRC has in regard to site development are simple. We want to preserve the natural terrain, forest plant life, natural drainage courses, and the other natural physical features that exist. We are also concerned to preserving the quite and peaceful character of our community.

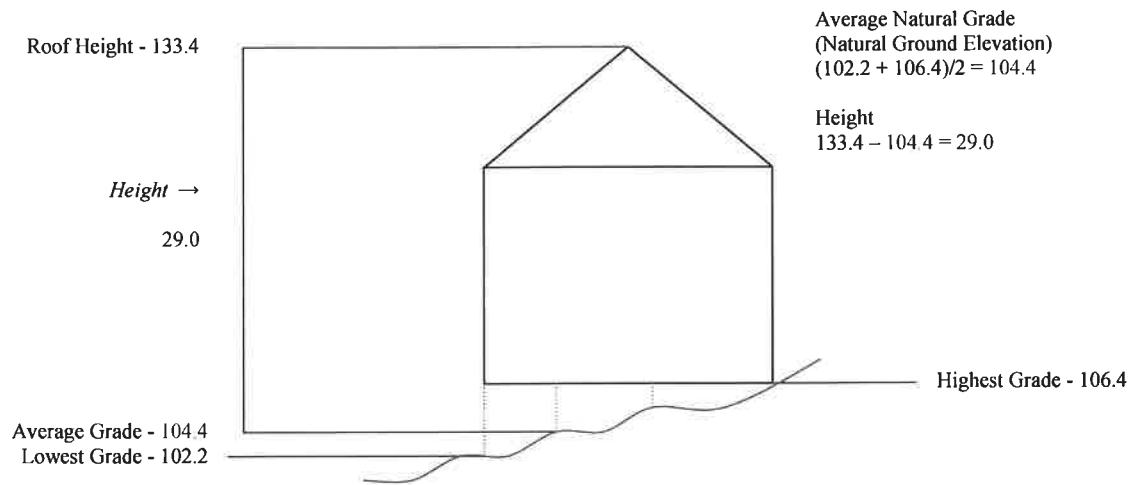
As an example of our concern for maintaining the natural character of the terrain, excessive grading to create "building pads" is deemed inappropriate by the DRC. Great care should be taken to maintain the natural character of each lot. Another concern of the DRC is in regard to view corridors. This is one reason for the height restrictions imposed. For most, Glenbrook is a quite, peaceful, retreat from the hustle and bustle of life in the 21st century, and it is important that we preserve this aspect of our community. Since many of our homes are shared by extended families, parking can sometimes be a problem. In an effort to be respectful of our neighbors and to maintain the quiet charm of our community, the DRC has set parking ratio standards to mitigate potential parking conflicts and unsightly "used car parking lots". These are just a few examples of what you, the Glenbrook home owners, and your representatives on the DRC deem important regarding site development.

A. BUILDING HEIGHT

Building height is the vertical distance between (1) the average natural grade (natural ground elevation) defined as where the building perimeters, (exterior walls of building), are at their highest and lowest point measured from the natural grade/ground elevation, and (2) the highest point on the structure. This generally means the highest point on the roof other than appurtenances such as chimneys, which may be erected to a fifteen (15) percent greater height than the maximum building height allowed. Each individual structure within the lot will be considered separately in the height calculation, even if connected by breezeway.

See example below:

For example:



* Grade (Ground Elevation) under each separate structure's footprint for each architectural building elevation.

Natural Ground Elevation or Natural Grade Elevation is defined as the elevation of the existing ground surface prior to any disturbance of the site resulting from construction of the proposed improvements.

Although height calculation methods may vary with County Code or TRPA Regulation, this calculation method will be used in all cases for all buildings within the Glenbrook planned unit subdivision, for DRC and CC&R purposes and definitions.

The Owner must demonstrate compliance with building height requirements on design submittals. **Maximum height for all buildings shall be as follows (refer to Attachments 1 and 2 and plans available in GHOA office for Unit and Lot locations):**

UNIT 1

Lots 36, 37, 41, 42, 43, 44: shall be a maximum of 18 feet or the existing DRC-approved height. Lots 1-8, 18-20, 27-35, 38-40 shall be a maximum of 28 feet or the existing DRC-approved height. Lots 9-17, 21-26: shall be a maximum of 35 feet or the existing DRC approved height.

UNIT 3 (Unit 3A – China Gardens; Unit 3B – Yerington Circle)

Lots 10 and 19 shall be a maximum of 20 feet or the existing DRC-approved height.

Lots 1 through 9, 11, and 20 through 64, 74, 75 and 76 shall a maximum of 32 feet or the existing DRC-approved height.

Lots 12 through 18, 65 through 73 and 77 shall be a maximum of 35 feet or the existing DRC-approved height.

UNIT 2

COTTAGE FIELD (Lots 1 thru 68)

Lots 1, 5, 7, 11, 14, 21, 22, 26 shall be a maximum of 24 feet or the existing DRC-approved height

All other cottage field lots shall be a maximum of 28 feet or the existing DRC-approved height.

TOWN HOMES (Lots 29 thru 105)

Maximum 32 feet or the existing DRC-approved height.

CUSTOM LOTS (lots 69 thru 78)

Maximum 3 story, including garage level.

INN UNITS (lots 192 thru 198)

Maximum height is existing building ridge height, as is.

Note: TRPA Regulations or County Codes may allow for higher building heights then shown above; however, in no case shall a building, within GHOA, exceed the maximum heights set forth in this statement of standards.

B. SETBACKS AND SIDE YARDS

All houses, garages, decks and other structures, including fences shall be located within the building envelope as shown in the original or amended recorded subdivision map. There shall be a 15 foot minimum setback from all streams or seasonal drainages regardless of the building pad location. Owner shall demonstrate compliance with these requirements on design submittals as well as compliance in overall area coverage allowed.

C. BUILDING SIZE

In Unit 3, no house shall be approved on Lots 6 through 28 and Lots 59 through and including 77, which has interior living space of less than 1,800 square feet. Interior living space shall specifically not include garages, carports, unfinished or unheated space, including shops, work rooms, or other areas reserved for nonliving uses. Living space within guest houses shall not be subject to this minimum requirement and shall not be included with living space in the main structure for determination of the minimum requirement.

Any application that includes a separate structure for a guest house must meet the guest house code

requirements as determined by TRPA and Douglas County building department and must conform to the maximum coverage calculation as outlined on the Glenbrook Subdivision Map. Any coverage in excess of the subdivision map allowance will require a Variance Procedure as outlined in Section III-M and any governmental approvals necessary.

Home and guest house sizes may only be increased as follows, where interior living space of a home or guest house is defined as all interior space reserved for living uses, other than garages, carports, unfinished or unheated spaces, shops, work rooms, or other areas reserved for nonliving uses. The interior living space of a home does not include the interior living space of a guest house, and the interior living space of a guest house does not include the interior living space of a home.

1. Homes and guest houses with interior living spaces that are up to and including 3,000 square feet may each be increased no more than twenty-five percent (25%) of their respective interior living space.
2. Homes and guest houses with interior living spaces that are from 3,001 square feet to and including 4,000 square feet may each be increased no more than twenty (20%) of their respective interior living space.
3. Homes and guest houses with interior living spaces that are over 4,000 square feet may each be increased no more than fifteen percent (15%) of their respective interior living space.

In spite of the foregoing size limits, all homes and guest houses must stay within their lot coverage limits, building height, building envelope, and any other DRC or Douglas County requirements, except as otherwise provided by law and the Association's governing documents.

Any application that increases existing coverage beyond what Glenbrook Subdivision Map allows or in excess of prior improvements approved by both by both TRPA and DRC, will require a Variance Process in accordance with Section III-M and will be subject to any requirements by TRPA or other governmental agencies with regard to excess coverage.

C. FENCES, HEDGES AND WALLS

Fences should be designed to perform a specific function related to living areas or for aesthetic considerations. Use of fences, hedges, trees or walls to delineate property lines will be disapproved. Fence materials should be in harmony with exterior materials of the home under consideration and that of adjacent homes. No fence shall exceed 5 feet in height from existing grade. No hedges, walls, or planting of trees or other landscaping improvements will be approved that block neighbors' lake views or other views deemed by the DRC to be view corridors enjoyed by neighboring properties.

Dog runs or other similar enclosures will only be approved in locations that are not visible from neighboring properties or the street. Enclosures shall be located within the building envelope and be an appropriate size for the area and use. Enclosures shall be constructed in similar style to compliment the residence, and may require additional vegetation screening as determined by the DRC. Wood stacking is not an acceptable form of fencing.

D. GARAGES, CARPORTS AND PARKING SPACES

There shall be a minimum of four off-street parking spaces for each residence or, a minimum of one parking space for every bedroom or sleeping area within the residence, whichever is greater. A minimum of two of the required parking spaces shall be located within a garage or approved carport. A carport which is open on more than one side may not be detached from the principal residence, however garages may be free standing or attached. All garage and carport sizes are subject to DRC approval.

When cottage or townhome remodels or additions are submitted, the Committee will review parking accommodations when considering approval of these items. Additions of bedrooms/sleeping areas within a residence may not be approved where, in the view of the Committee, sufficient parking for these potential occupants is not available. This limitation particularly applies to the Cottage Field area where parking facilities are very limited. For proposed new construction or remodel, owners must demonstrate that at least one off-street on-property parking space is provided on the property for each interior bedroom/sleeping area in the residence and must provide a written agreement to maintain these areas as garage parking and other parking spaces in the future.

E. FUEL TANKS, ELECTRIC METERS, AIR CONDITIONERS AND GARBAGE AREAS

1. All fuel tanks shall be enclosed or buried completely unless prohibited by law. If enclosed, the enclosure must be screened from neighbors' views. Above ground tanks should be placed in the least visible location from the street and then from adjoining properties, but still accessible. Screening/Fencing should be to the height of the tank and should cover all three sides away from the siding facing your residence. Landscape appropriately to soften fence. Underground propane tanks require location and landscape approval.
2. Electric meters must be enclosed within a cabinet to match the wall to which it is attached.
3. Air conditioning exterior units must be approved by DRC. The units must be screened using vegetation or an enclosure to match residence exterior. The decibel rating must be at a low level as to not adversely affect adjacent properties. Window-mounted air conditioners are prohibited.
4. Utility areas must be concealed behind a fence or wall.
5. "Bear Proof" containers or built-in garbage rooms are recommended on all building lots regardless of whether GHOA provided community bear proof dumpsters are also available. DRC or Management approval must be obtained for bear-proof container installations and they should be brown in color or match the color of the residence, affixed to the ground, and screened.
6. Townhome Lots may only have energy generators that are portable and may only be stored in garages. Townhome Lots may not have energy generators that are permanently installed. All energy generators must have proper and adequate exhausting and all governmental agency permits. The Board may at its reasonable discretion determine that a generator's noise unreasonably disturbs other Residents and, as a result, must be modified or removed.

F. TREE AND ROCK REMOVAL AND REVEGETATION

The DRC will favor water-conserving landscapes and the retention of natural contours and existing vegetation wherever possible. DRC must receive a copy of a tree removal permit or approval letter from an appropriate agency, such as TRPA and Forestry Service prior to removal of any tree requiring such a permit. DRC must approve any removal of a rock outcrop or other major landscape feature. All disturbed areas must be revegetated with an approved combination of native grasses, shrubs, trees or other landscape material. Plans should be provided for temporary watering of revegetated areas. Please refer to Section VIII for DRC landscape guidelines.

G. MASONRY RETAINING WALLS

Except for retaining walls located on common areas, concrete or cinder block retaining walls should be faced with wood or stone. Native stones of the Tahoe area are preferred.

H. DRAINAGE

Surface drainage will be in accordance with the concept and designs on the tract grading and improvement plan. It is the responsibility of the lot owner to insure that the system functions in accordance with these design standards. All drainage changes must be reviewed and approved by the DRC. Surface water run-off may not be diverted onto neighboring property. Surface water run-off generated from roofs, drains and patios must be disposed of on the lot.

Owners will be responsible for compliance with all storm water Best Management Practices and other regulations enforced by the TRPA as well as grading and drainage requirements established by other jurisdictional agencies as applicable.

I. VIEW CORRIDORS

In no case will new construction, an addition to an existing structure, or a landscape submittal be approved if it will unreasonably interfere with existing view corridors. All submittals will be reviewed for interference with the neighbors' view corridors. The DRC may, in its discretion, provide plan submittals to adjacent residents for comment.

J. PAVER STONES

The GHOA has developed a list of acceptable masonry materials and colors for use as "pavers" in driveways and walkways. This list and sample materials are available in the GHOA office. Approved materials include asphalt or gray or brown colored, square, & oblong cobblestone type pavers to blend with asphalt roads. Any deviation from these standards will require DRC approval. Driveways or any curbing must be constructed as to not impede snow removal equipment and the GHOA may require homeowners to submit a waiver of liability damage caused by snow removal activities. Driveway changes must meet the TRPA requirements for BMP or drainage. The DRC encourages use of new products, including pervious concrete pavers, to reduce run-off (subject to TRPA approval).

K. HISTORICAL RESOURCES

Many remnants of Glenbrook's colorful past remain to this day – railroad beds, milling tools, pilings, and telegraph equipment of the early west. The DRC encourages all homeowners to consult with the Glenbrook Historical Society before embarking on any construction or landscaping projects. During design and construction, all reasonable attempts should be made to identify and preserve our important historical resources.

L. COMMON AREAS

Within Glenbrook there are many common areas, or "common elements" as defined in the CC&Rs including lawn areas, meadows, planted and landscaped areas, walkways, and open spaces adjacent to home sites. All lawn areas and landscaping next to townhomes is on common areas. Any landscaping or other improvement projects on common areas, specifically including landscaping, may only be undertaken by the GHOA and/or Cottage Association, as appropriate. Such projects will be subject to review for consistency with Design Review Committee Rules. Under no circumstances should individual homeowners independently undertake improvement projects on common area properties and,

if improperly undertaken by a homeowner, such projects are subject to removal and/or restoration at the homeowner's sole expense.

M. VARIANCES

The DRC or the GHOA board may grant reasonable variances in order to overcome practical difficulties, avoid unnecessary expense, or prevent unnecessary hardship. See Section 8.11 of the CC&Rs.

Examples of when a variance is required is if the proposed improvement is outside the building envelope, in excess of subdivision map coverage allowed, exceeds the height limitation as outlined in Section III of DRC Rules, or is deviation from policies as set forth in DRC Rules or in the case of cottages and townhomes, GCTA Rules. Note that in the case of variance for the above reasons, the proposed improvements must still meet the Architectural Standards outlined herein (Section IV). The Owner will be responsible for any required changes to the Glenbrook Subdivision Map or other requirements as directed by TRPA, Douglas County or other governmental agencies.

If the requested variance will necessitate deviation from, or modification of, a property use restriction that would otherwise apply under the Declaration of CC&Rs, the Design Review Committee or the Board must conduct a hearing of the proposed variance after giving at least forty-five (45) days prior written notice to all Owners of Lots within three hundred (300) feet of the property for which the variance applies to allow Owners of Lots to submit written comments or objections with respect to the variance.

If the variance concerns property within the Cottage and Townhome Lots, then the Board of Directors of the Glenbrook Cottage and Townhome Association must also approve the variance. (Refer to CC&R Section 8.4)

Refer to CC&R section 8.11 for required procedures.

Refer to the Fee Schedule for filing fee requirements for the Variance Process.

SECTION IV

ARCHITECTURAL STANDARDS

ALL REQUIREMENTS NOTED WITHIN THIS SECTION WHICH ARE PERTINENT TO THE DEVELOPMENT OF AN OWNER'S LOT SHALL BE INCORPORATED INTO THE FINAL PLAN SUBMISSION IN THE FORM OF GENERAL NOTES, DETAILS, OR DRAWINGS.

Intent of Architectural Standards:

The intent of the DRC through the use of the Architectural Standards is to preserve the character and charm of our mountain community. The issues and concerns that the DRC has in regard to site development are simple. We wish to preserve and enhance the character and charm of the architecture within Glenbrook. We are also concerned to preserving the quite and peaceful character of our community.

The architectural vocabulary used by the original inhabitants of Glenbrook was made up of simple geometric forms. The roofs were predominately steep gable roof pitches with slopes of 8:12 to 12:12. Covered porches and shed type dormers had flatter pitches. Gabled dormers were also prevalent. The homes generally had lap siding or board and batt vertical siding. The windows were generally double hung or single hung rectangular windows that were taller than they were wide. The custom homes within the community vary more than those within the planned unit developments. There are some pictures from previous versions of the DRC Rules located in the HOA office that depict the style of homes that we feel are in keeping with the character of our community.

A. EXTERIOR BUILDING WALLS

1. Materials allowed for the exterior cover of building walls are:
 - a. Wood
 - b. Masonry; stone, brick (native materials are preferred)
 - c. Other materials as approved by the DRC. Use of stucco is discouraged except as a minor architectural feature or accent.
2. Wood members may be left natural, colored with semi-transparent or opaque stain or painted white or another approved color.
3. Shingle siding may be left to weather, except in the Cottage Field area. If color is applied, shingles shall be colored with semi-transparent or opaque stain.
4. Concrete or concrete block masonry may be used for foundation walls. Exposed walls over three (3) feet in height must be faced with wood, stone, or painted with acceptable color masonry paint. Certain split face concrete block or sand blasting may be acceptable. Simulated stone is strongly discouraged.

5. Where approved, stucco colors may be integrated or applied. Colors should be neutral or earthen hues.
6. Siding materials of fiber-cement product, preferably textured surface, may be applied. Owners or their contractors must demonstrate competence in the special skills necessary to apply fiber-cement siding. The siding product must be a 7-inch width reveal to facilitate blind nailing or a substitute approved by DRC.

NOTE: Color samples must be submitted for review with applications. In some cases the DRC will require a large color sample (4 foot x 8 foot) be applied to the finished building, before approval.

7. Two story, exterior plywood should not have exposed Z-bars or other flashing between sheets. Metal flashing should be hidden by wood trim or other design features, as part of the overall design.
8. Exterior architectural treatment must be continuous and consistent on all elevations of a residence in order to achieve a uniform and complete design. Designs which emphasize a street oriented "facade" will not be approved.

B. COLORS

The predominant existing colors in Glenbrook are natural wood tones, green, and white. These colors, derived from the winter and summer landscape are most appropriate. The DRC will consider other color selections, but will judge them more favorably if they blend rather than contrast with the landscape. On certain properties, exterior colors may be specified by the TRPA.

C. WINDOW AND DOOR OPENINGS

Historic older buildings in Glenbrook were constructed with windows composed of small panes. Long, horizontal spans of glass were formed by composing and grouping smaller windows creating a pattern rather than a large glass surface or vacant spot in the architecture. The DRC will generally favor window installations that honor architectural tradition in Glenbrook. Use of windows that have a greater vertical than horizontal dimension, or are composed of small panes is encouraged

1. Window openings within wall surfaces should be treated with exterior trim as part of the overall design. The DRC encourages use of windows which have exterior colors/materials that are non-reflective and that compliment the proposed siding and trim color of the home.
2. Windows should be composed in an ordered arrangement and composition within the total wall surface of an elevation. As noted above, arrangement and vertical proportion is very important.
3. Door openings should follow the same design approach as noted in 1 and 2 above.
4. Sliding glass doors should have taller and narrower panels rather than wider panels.

D. DECKS

The architectural character and vocabulary of the structural framing used to support decks shall be consistent with the rest of the home. Unsightly cross bracing will not be allowed and must be screened

or otherwise mitigated architecturally.

E. FASCIA

Fascias shall be wood or wood composite materials consistent with the architectural vocabulary within GHOA. Fascia and roof flashing may be weathering metals such as copper, or finished metals such as painted or baked enamel. Any proposed changes in fascia colors in the Cottage Area will be subject to approval by the DRC and GCTA.

F. GUTTERS AND DOWNSPOUTS

NOTE: To avoid ice problems, gutters are not recommended where a gravel or TRPA – approved “BMP” drain bed can be provided under the eave lines.

1. All gutters should be concealed unless their exposure is an important architectural design feature. Exposed gutters used as an architectural feature should be a color and material consistent with the overall design. Use of copper in the cottages and townhomes are discouraged if trim is a light color.
2. Downspouts should be treated as above.
3. Any installation of gutters on a Townhome unit requires the approval of GCTA in addition to DRC.

G. ROOFS

1. Roofs must be fire resistant and may be slate or composition materials except that a limited portion of the roof surface may be built-up tar and crushed rock provided (a) the roof surface is not visible from neighboring property, (b) prior to the installation of any tar and crushed rock materials, the color, size and type of rock to be used is first approved by DRC, and (c) the crushed rock is of uniform size not exceeding one-half inch in diameter (1/2”) and applied densely to the surface. A sample of any requested alternate materials must be submitted to DRC for consideration and approval.
2. All roofs should be a minimum pitch of 6:12 (Vertical: Horizontal) except that a portion of the total roof surface may be of lesser pitch or flat subject to the provisions of 1 above regarding built-up roofs. Other roof materials and slopes may be considered on a case by case basis except that no roof surface shall consist of any reflective or shiny surface (except skylights where approved).

H. DORMERS

Many historic structures in Glenbrook were built with dormers to allow light into attic areas or upper bedrooms, or to form a visual break for large roof areas. The DRC will favor gable or shed-type dormer structures that honor local architectural tradition. If multiple dormers are proposed on one side, they must be separated by adequate space to preserve architectural traditions. Using oversized dormers to extend floor space is inappropriate and will ordinarily not be approved.

I. ROOF VENTS

All roof vents are to be colored to match the dominant roofing material color. Concealment or “ganging” of vents is encouraged. Placement to the rear of ridge lines is encouraged.

J. CHIMNEYS

1. Wooden covered chimneys matching the rest of home or stone are the preferred chimney styles.
2. All chimney flashing shall be handled consistently with gutters, downspouts, and vents. All chimneys must contain spark arresters with a screen opening of no more than 1/2" in diameter.

K. SHEET METAL

All miscellaneous exposed sheet metal flashing not used as a design feature shall be colored to match related material or surface being flashed.

L. WROUGHT IRON

Use of wrought iron is discouraged but may be approved in specific applications. If wrought iron is approved, it must be finished to resist unsightly rusting or weathering. The color should be consistent with other metal treatment. Any use of wrought iron must be noted on submitted plans.

M. TRASH CONTAINERS (Including Bear-Proof Containers)

All trash containers must be screened from streets and adjacent properties using a vegetation screen of neutral tone color. The GHOA and DRC encourage use of "bear-proof" refuse containers.

N. SPAS AND HOT TUBS

Exterior spas and hot tubs are permitted if specific design guidelines are met. However, if they are installed on elevated first or second floor decks, homeowner is responsible to obtain all necessary building permits for structural and electrical changes. A copy of final sign-off by the local building department to be provided to DRC upon request.

O. SATELLITE DISHES AND ANTENNAS

Satellite dish or Antenna installations must be inconspicuous and are subject to DRC approval. A spec sheet for the dish or antenna must be submitted with a photo or drawing of the house showing the proposed location.

P. OUTDOOR LIGHTING

Freestanding light fixtures are discouraged unless there is a safety issue. Up-lighting of trees or structures is not permitted by the DRC or TRPA. See Section VII Townhome Procedures for additional requirements

Q. SIGNAGE

See Section X, Signs and GHOA Rules for information

R. SHUTTERS AND AWNINGS

Exterior shutters and awnings require DRC approval prior to installation. In addition to the regulations included in Nevada Law, the DRC Section 8 of the CC&Rs, the CC&R section 3.4 regulates the color and type of all doors, screen doors, and drapes, blinds, curtains, shades, shutters or other window

coverings visible from neighboring properties.

See Section VII Townhome procedures for additional requirements. Exterior additions to multi-unit buildings must be consistent in color and style to adjoining units. In the case of multi-unit buildings where applicant is first to add shutters or awnings, opinions of the adjoining neighbors will be taken into consideration by DRC before approval is given

T. SOLAR PANELS

The DRC encourages residential solar power projects. However, solar panel installation shall be reviewed on a case-by-case basis to ensure that the panel installation(s) will not affect viewsheds or create glare problems for surrounding residences.

SECTION V

CONSTRUCTION PROCEDURES

CONSTRUCTION PROCEDURES AT GLENBROOK

A. PLAN APPROVAL

Construction may not proceed until the Owner has received written approval from the Glenbrook DRC. Approval shall be in the form of a stamp and signature on the final working drawings which are the basis of both the Owner/Builder construction contract and the building permit.

B. EXCAVATION

General Contractors shall not dispose of any excavated material on any adjacent lot or common area. Generally, excavated material must be removed from Glenbrook. No excavation shall be done on any neighboring lot or Glenbrook Common Areas.

C. STORAGE OF CONSTRUCTION MATERIALS

Generally, all materials must be stored on the building site. Material may not be stored on the roads or adjacent lots. If in certain cases and as a practical matter additional space is needed, the general contractor shall obtain written approval of his storage plan from the DRC or GHOA management, prior to storage of material. Materials must be stored in a neat and tidy fashion and out of sight whenever possible.

D. VEHICLE PARKING PLAN / WEIGHT LIMITATIONS

Autos and trucks belonging to contractors and their employees must be parked on the lot they are working on or in areas designated by the DRC or GHOA management. It is the homeowners responsibility to make sure that all contractors obtain and use the "vendor gate passcard". Owners of the lot where construction is taking place are responsible for violations of these Rules by their contractors, sub-contractors, suppliers, or their contractors' employees and may be fined for noncompliance for each vehicle that is improperly parked or enters Glenbrook without the proper gate passcard. No vehicles may be left overnight on a job site without prior approval of the GHOA manager. Failure to comply with this Rule may result in a fine on the owner of the lot where construction is in process. A parking plan for the parking of contractors and their employees' vehicles must be submitted and approved with each DRC submittal. Weight limitations on vehicles, heavy equipment, and trailers may be imposed by the GHOA on a case by case basis in order to mitigate damage to Association roads and bridges.

E. TEMPORARY BUILDINGS

Temporary buildings or trailers shall be located in an area approved by the DRC or GHOA Manager and shall be removed within 30 days after completion of construction or within one year of the date on which it was erected, whichever comes first.

F. CHEMICAL TOILETS

Chemical toilets are required on job sites and shall be placed in remote and inconspicuous locations, as approved by the DRC or GHOA Manager and may be required to be screened. No chemical toilet shall be placed next to an occupied residence.

G. CLEAN UP

Daily clean up of areas surrounding the construction site must be performed by the General Contractor, subcontractors, and construction personnel. The General Contractor has the primary responsibility for clean up. Removal of all food waste on a daily basis is required from the site. Failure of the contractor and its employees to comply with this requirement may result in fines for lot owner. Temporary bear proof containers may be required by Management

H. EXISTING VEGETATION

Mountain vegetation is very vulnerable to abuse and takes a long time to be restored. The Contractor should screen off areas adjacent to the construction site to keep from needlessly destroying fragile plant life. Instructions should be supplied to all employees on the job to use care in stacking or storing materials, parking vehicles, or unnecessarily walking or driving over adjacent areas.

I. CONTRACTOR RULES

Refer to the GHOA Rules for detailed list of Contractor Rules.

For the purposes of this Section V, contractors and their employees are deemed to be invitees and agents of the owner(s) of the lot on which their project is being constructed or otherwise performed, and violations of these rules will be the responsibility of such owner(s) and may subject them to fines as permitted by the CC&Rs and/or Nevada law. Repeated violations of these rules by Contractors or their employees may constitute grounds for revocation of permission to use Association roads within the Glenbrook planned unit community or revocation of entry privileges to the Glenbrook planned unit community.

J. INSPECTIONS

If homeowner provides waiver of 24-hr notice and gives permission per Owner Construction Compliance Agreement, DRC members, GHOA staff, consulting architect or other inspectors hired by GHOA may during the construction period enter the property while contractors or homeowners are present to inspect the compliance per approved plans and to enforce contractor rules and requirements.

SECTION VI

COTTAGE PROCEDURES & RULES

THIS SECTION INCLUDES PROCEDURES AND RULES WHICH APPLY TO THE COTTAGE LOTS LOCATED IN THE COTTAGE FIELD AREA, YERINGTON CIRCLE/COURT, AND CHINA GARDEN AREAS OF GLENBROOK. THESE RULES APPLY TO ALL COTTAGE HOMES AND ARE IN **ADDITION** TO THE PROCEDURES AND RULES LOCATED IN OTHER SECTIONS OF THIS DOCUMENT. IN THE EVENT ANY OF THE RULES IN THIS SECTION CONFLICT WITH RULES IN OTHER SECTIONS, THE MORE STRICT RULE SHALL APPLY.

Cottage (COT) lots include

30 lots in Cottage Field in Unit 2, lots 1 thru 28, lots 67 & 68;

14 lots in Yerington area in Unit 3, lots 1 thru 5, lots 29 thru lot 37; and

21 lots in China Garden area in Unit 3, lots 38 thru 58.

65 Total Cottage Lots

STATEMENT OF INTENT FOR COTTAGE FIELD

The Cottage Field area has been designed to achieve the appearance of a small New England Village composed of cottages of similar architecture and set into a field of grass, pine trees, aspens and willows. In order to achieve this feeling, all landscape maintenance is the responsibility of the Association and the architectural style of the buildings is carefully maintained by the Association. It is the intent of GHOA to allow some flexibility in order to accommodate individual preferences while maintaining the distinct character of the design and character of these areas.

All cottage and townhome buildings in these areas should be designed to reflect the character of traditional New England architecture. Technically, this is a composite of Saltbox, Georgian and Victorian styles. It is best defined, however, by the style of the cottages designed for and constructed within the Cottage Field area. The elements of this architecture include roofs of steep, equal pitch, gable ends, covered porches, dormers, shingle roofs, and exterior walls painted or stained light colors. Trim colors should provide contrast to exterior wall colors and should be applied to window and door transoms, eaves/fascia, deck rails and building corners. Recommended trim colors are white and off-white. Alternate trim colors/treatments or the use of the exterior wall color for the corner boards, fascia or window trim requires written approval by both DRC and GCTA.

Repainting using existing color combination requires approval by DRC. Repainting using a change in existing exterior or trim colors requires the approval by both DRC and GCTA.

Detailed rules are in the Architectural Standards. Following these guidelines will speed the approval process and ensure that these areas will be protected from inappropriate or poorly conceived architecture.

SITE DEVELOPMENT STANDARDS

A. BUILDING HEIGHT

See building height standards in the DRC guidelines, Section III.

B. SETBACKS AND SIDE YARDS

Each cottage lot contains setback lines as shown on the recorded subdivision map. All houses, garages, decks and other structures shall be located within the setback lines as shown. Houses in Unit 2 on lots 2, 12, 20, 27, 28, 67 shall not exceed 30 feet in width.

C. FENCES, HEDGES AND WALLS

Small patios will be allowed within the building envelope. Fence materials must be designed in harmony with the exterior material of the house. No fence over three feet high shall be constructed on the side of the house facing any common area. Hedges or other screening may be approved by the DRC.

D. REVEGETATION

It is the responsibility of the lot owner to preserve as much of the landscape as possible during the construction period. This includes relocation of any irrigation systems prior to commencement of construction so that vegetation does not die. Upon completion of the construction, replacement of damaged vegetation will be the responsibility of the lot owner. (Also see landscape guidelines, Section VIII).

E. PARKING SPACES

When cottage or townhome remodels or additions are submitted, the committee will review parking accommodations when considering approval of these items. Additions of bedrooms/sleeping areas within a residence may not be approved where sufficient parking for these potential occupants is not available in the opinion of the DRC. This restriction particularly applies to the Cottage Field area where parking facilities are very limited. For proposed new construction or remodel, owners must demonstrate that at least one off-street parking space is provided on the property for each interior bedroom/sleeping area in the residence and must provide a written agreement to maintain these areas as garage parking and other parking spaces in the future.

ARCHITECTURAL STANDARDS

A. EXTERIOR BUILDING WALLS

1. Materials allowed for the exterior cover of building walls are:
 - a. Wood: horizontal boards or shingles. Board and batt is acceptable if batts are no more than 12" on center and a minimum dimension of 3".
 - b. Masonry: native stone.
 - c. Other materials as approved by the DRC. Fiber-cement or similar horizontal lapped siding may be utilized as approved. Such materials shall be factory primed and painted an acceptable color. The Cottage Board has developed a list of pre-approved, standard colors for fiber-cement siding, available at the GHOA office, which are acceptable to the DRC. Deviations will require DRC

approval.

2. Trim as appropriate to the particular architectural style is required. Of particular consideration will be trim used at building corners, window and door transoms, and eaves. Appropriate use of shutters and other decorative treatments is encouraged.
3. All exterior wood must be stained or painted as specified by the DRC. **Walls may not be left to weather.** The GCTA Board has developed a list of pre-approved, standard colors which are acceptable to the DRC. Deviations will require DRC and GCTA approval.

B. WINDOW AND DOOR OPENINGS

1. Windows should be Cape Cod style and lattice type inserts can be eliminated. Windows shall have a greater vertical than horizontal dimension unless they are composed of small panes, which is encouraged. Aluminum or steel window frames should be painted an acceptable color, subject to approval by the DRC.
2. Visible window and door draperies shall be of a neutral color or have a neutral backing
3. Wooden doors with raised panels are encouraged. If sliding glass doors are utilized, they should be recessed a minimum of four feet under a covered porch or building overhang.

C. ROOFS

1. All roofs should be composite materials, slate, or other approved fire-resistant materials.
2. Roofs pitched equally on both sides forming an even gable are encouraged.

D. TRIM

The Cottage Board has recommended use of long-lasting, relatively maintenance free products which can be used in conjunction with residential siding. These include vinyl railing, fiber-cement trim, and Vinyl lattice product. A list of pre-approved products and their colors is available at the GHOA office.

E. LANDSCAPING

Any landscape additions or changes must be submitted to both DRC and Glenbrook Cottage and Townhome Association Board for approval. DRC may also require Glenbrook Water Coop approval. Any maintenance for DRC approved expanded landscaping will be the responsibility of homeowner unless the Glenbrook Cottage and Townhome Association agrees in writing prior to installation to maintain the landscaping as part of the weekly landscape maintenance service provided to Cottage owners.

If the Cottage owner does not maintain or cause to be maintained personal landscaping, they may be subject to fines and reimbursement for work orders the GCTA incurs to maintain such landscaping.

COTTAGE CONSTRUCTION PROCEDURES

A. LANDSCAPING

The General Contractor will make every effort possible not to disturb existing landscaping in common areas.

B. MATERIALS STORAGE

Construction materials must be stored within the garage, driveway or in the building areas within the side yards. If there is insufficient room on site, arrangements should be made with the DRC or GHOA Manager prior to storage of materials offsite within Glenbrook.

C. TEMPORARY BUILDINGS

There will be no temporary buildings or construction trailers located on the property.

SECTION VII

TOWNHOME PROCEDURES & RULES

THIS SECTION INCLUDES PROCEDURES AND RULES WHICH APPLY TO ALL TOWNHOMES IN GLENBROOK. IN THE EVENT ANY OF THE RULES IN THIS SECTION CONFLICT WITH RULES IN OTHER SECTIONS, THE MORE STRICT RULE SHALL APPLY.

Townhome (TH) Lots include

38 lots in the Glenbrook Inn Rd/ Jellerson and Pray Meadow area in Unit 2, Lots 29 thru 66;

12 lots in the Pray Meadow/Old Hwy 50 area in Unit 2, Lots 79 thru 84 and lots 86 thru 91:

14 lots in the Short Rd area in Unit 2, Lots 92 thru 105: and

04 lots in historic Glenbrook Inn, lots 192,194,196, 198

68 total TH lots

STATEMENT OF INTENT

Please see Section VI "Statement of Intent." Townhome and Cottage Field Cottage homes have similar architectural standards.

SITE DEVELOPMENT STANDARDS

Please see Section VI "Site Development Standards."

ARCHITECTURAL STANDARDS

A. EXTERIOR BUILDING WALLS

Please see Section VI "Exterior Building Walls."

B. WINDOW AND DOOR OPENINGS

Please see Section VI "Window and Door Openings."

A list of approved Townhome door styles and colors are available in GHOA office.

Six panel painted doors with no more than 50% of panels in glass and wood screen doors painted to match main door are preferred for a consistent look.

C. ROOFS

Please see Section VI "Roofs."

D. TRIM

Please see Section VI "Trim." Townhome trim should be of contrasting color to the siding. Color combinations must be approved by both DRC and GCTA.

E. GARAGES

Townhome garages are located on common areas and are subject to easements allowing their use by the respective townhome owners as garages. It is therefore unlikely that any remodel involving garage structure, including attachments to the garage, will be allowed.

F. LANDSCAPING

Because the Townhome residences are located on Common area property, there is limited personal landscaping permitted, such as flowers planted around the front entrance to a home. Any landscape additions or changes in townhome areas must be submitted to both DRC and Glenbrook Cottage and Townhome Association (GCTA) Board for approval. Any maintenance for DRC-approved landscaping will be the responsibility of homeowner unless the GCTA agrees in writing prior to installation to maintain the landscaping as part of the weekly landscape maintenance service provided to Townhome owners.

If the Townhome owner does not maintain or cause to be maintained authorized personal landscaping, they may be subject to fines and reimbursement for work orders the GCTA incurs to maintain such landscaping.

Statuary is not allowed to be placed on any common areas.

G. PARKING SPACES

Please see Section VI "Parking Spaces."

H. EXTERIOR LIGHT FIXTURES

Townhome residences were constructed with light fixtures displaying addresses that are uniform in appearance. Modifications or replacements will be allowed for individual units if such modifications are consistent with the adjoining unit and are approved by the DRC and GCTA. The GCTA and DRC may approve modifications for groups of units as appropriate.

I. SHUTTERS AND AWNINGS

Exterior shutters and awnings require DRC and GCTA approval prior to installation.

In addition to the regulations included in the DRC Section 8 of the CC&Rs, the CC&R section 3.4 regulates the color and type of all doors, screen doors, and drapes, blinds, curtains, shades, shutters or other window coverings Visible from Neighboring Property.

Exterior additions to multi-unit buildings must be consistent in color and style to adjoining units. In the case of multi-unit buildings where applicant is first to add shutters or awnings, opinions of the adjoining neighbors will be taken into consideration by DRC and GCTA before approval is given

TOWNHOME CONSTRUCTION PROCEDURES

Please see Section VI "COTTAGE CONSTRUCTION PROCEDURES."

SECTION VIII

LANDSCAPE GUIDELINES

GENERAL

The DRC will favor landscaping that is generally informal using native vegetation which requires little maintenance; water-conserving landscapes; and the retention of natural contours and existing vegetation wherever possible. The DRC may submit plans to the Glenbrook Water Co-op for approval regarding proposed water use.

All submittals will be reviewed for interference with the neighbors view corridors. In no case will a landscape submittal be approved if it will interfere with such existing views, when planted or when fully grown out.

Within Glenbrook there are several common areas, or “common elements” as defined in the CC&Rs – meadows, recreation/lawn areas, open space, and roadways adjacent to home sites. Any landscaping improvement projects on community common elements must be undertaken by the GHOA and/or GCTA Association as appropriate. Such projects would be subject to review for consistency with DRC Rules. Under no circumstances shall individual homeowners independently undertake improvement projects on common areas or projects that will encroach on roadway or maintenance easements.

SUBMITTAL GUIDELINES

1. Preliminary and final site plan submittals should be original drawings or overlays to scale and show property lines, headings, and existing and proposed key site features. Submittals should include fences, walls, trellises, arbors, gazebos, patios, all proposed hardscapes, decks, trees, ground covers, shrubs, exterior walkways, sprinkler system, slope stabilization, grading, lighting, and plant material list. Tree, shrub and plant selection is subject to review.
2. Fences should be designed to perform a specific function related to living areas and/or for aesthetic considerations. Use of fences, hedges or walls to delineate property lines will be disapproved. Fence materials should be in harmony with exterior materials of the home under consideration and that of adjacent homes. No fence shall exceed 5 feet in height from existing grade. No hedges or walls will be approved that block view sheds from adjacent properties.
3. Slopes, drainage systems and retaining walls shall be designed according to sound engineering practice and in accordance with all applicable codes and regulations.

4. Use of statuary is strongly discouraged.
5. No lawn, rocks or ornamental planting should be placed within 4 feet of any roadway or within roadway easements.
6. Lawns should be located at a reasonable distance from the front and rear doors of the home.
7. Landscaping must consist of at least 60% native and/or drought tolerant plants and must be in compliance with Glenbrook Water Cooperative guidelines regarding irrigation systems, water line size, and sprinkler capacity.
8. Natural and native perennials should be used to the maximum extent, subject to Rule 7 above. The TRPA has an approved list.
9. No up-lighting will be approved. Free standing light fixtures are discouraged unless there is a safety issue.
10. A Defensible Space Evaluation from the local fire district must be obtained and submitted to the DRC with landscape plans; this service is available from the local fire district.
11. Areas to be revegetated should be identified. Native materials are strongly favored in these areas.
12. It shall be the responsibility of the lot owner to insure that the surface water drainage systems function in accordance with applicable building codes and regulations. All drainage changes shall be reviewed and approved by the DRC. Surface waters may not be diverted onto neighboring property. Surface waters generated from roofs, drains, patios and driveways must be disposed of on the lot. Owners will be responsible for compliance with all storm water Best Management Practices and other regulations enforced by the TRPA.
13. The DRC will favor the use of local native stones of the Tahoe area for retaining walls. Concrete or cinder block retaining walls should be faced with wood or stone.
14. The GHOA has developed a list of acceptable masonry materials and colors for use as "pavers" in driveways and walkways. This list and sample materials are available in the GHOA office. Any deviation from these standards will require DRC approval.

SECTION IX

DRC FEES, DEPOSITS AND PENALTIES

GLENBROOK HOMEOWNERS ASSOCIATION DESIGN REVIEW COMMITTEE (DRC) FEE, DEPOSIT, AND PENALTY SCHEDULE

Every Application for Approval of Improvements shall be accompanied by the payment of the fees and deposits. The fees and schedule of fines, deposits, and penalties shall be adjusted from time to time by the DRC and as approved by the GHOA Board. Refer to the current Fee and Fine Schedule for amounts, which is available at the GHOA office or on website.

Application Fee is non-refundable:

<u>Maintenance Items that do not need DRC applications filed</u>	Exterior maintenance items that do not involve changing the appearance of the residence or landscaping, takes less than one week to complete, work is done by a single vendor or contractor, and the expenditure does not exceed \$2,000.
<u>ALL OTHER EXTERIOR WORK: SEE BELOW</u>	Note: drainage or other improvements required by TRPA regulation, such as BMPs, do not need DRC approval
<u>Minor Remodel/Maintenance</u> (See current Fee , Deposit & Fine Schedule) Note: Fees will be waived if a signed application is filed in a timely manner and refundable deposits are paid or waived per agreement, with related agreements signed prior to commencement of work.	Maintenance or replacement of an existing feature, typically involving only one vendor/contractor (i.e. roofer or painter) Included are items such as: changing in-kind windows & doors, existing/changed exterior paint or stain color and/or material(s), driveway replacement with pavers or other approved material, roof replacement, in-kind landscaping replacement, bear dumpster installation or minor building improvements costing less than \$5,000 and that do not involve changing the general appearance or increasing the existing square footage of either the residence or deck.
<u>Major Remodel without extensive changes</u> (See current Fee, Deposit, & Fine Schedule)	Any remodel or addition which involves additions to the exterior of the residence such as deck remodels or enhancements that do not require the review of the outside consulting architect. Major landscape additions are included in this category.
<u>Major Remodel*</u> (See current Fee, Deposit, & Fine Schedule)	Any remodel or addition which involves additions to the exterior of the residence or enhancements with detailed set of plans requiring review by the consulting architect
<u>New Construction or extensive remodel*</u> (See current Fee, Deposit & Fine Schedule)	Construction on a vacant lot or construction of a new building or a major remodel with construction time exceeding 6 months

<u>Variance Application</u> (See current Fee, Deposit & Fine Schedule)	If application deviates from Subdivision Map in building envelope or coverage or deviates from the DRC Rules and Procedures, a variance may be required. See Section III-M of DRC Rules, Section 8.4 of the CC&Rs, and Section 8.11 of CC&Rs for procedures.
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*Applications requiring (in the view of the DRC) additional review by DRC consulting architects or surveyors will be billed for the costs of those services.

NOTE: Homeowner must provide estimated start time and completion time for construction of EXTERIOR WORK and/or LANDSCAPE improvements with their Application for Approval.

Home Owner Deposit is required to cover damages to common area property and fines / penalties imposed by the DRC for DRC approved plan non-compliance, or construction delays beyond permitted completion time, or construction/vendor non-compliance with parking plan and contractor rules. The application and agreements will require signatures of both owners and contractors, confirming they are aware of the rules and potential fines if there is non-compliance.

The amount of Home Owner Deposit will be based on the estimated amount of time needed to complete the exterior/landscape work. This deposit will be increased if completion time is exceeded based on schedule below or if material modifications or change orders are made to the project or if the deposit requires replenishment. The deposit is refundable in full at project completion providing there are no fines for noncompliance or other fines or penalties. The deposit is dependent on length of time for construction – see current Fee, Deposit & Penalty Schedule amounts. The four levels are:

The deposit for work estimated to be completed within 1 month.*

The deposit for work estimated to be completed between 1 and 6 months

The deposit for work estimated to be completed between 6 and 12 months

The deposit for work estimated to be completed in more than 12 months

* Homeowner may request waiver of deposit if work is a minor remodel/maintenance and is completed within 1 month by a single vendor/contractor. Waiver of deposit does not relieve homeowner obligation for payment of damage to common area or fines/penalties imposed by GHOA/DRC

SCHEDULE OF FINES AND PENALTIES:

See current Fee & Penalty Schedule for amounts.

1) Completion, Delay Penalties

The Owner is to complete all work within two years of the commencement date as required in the CC&Rs. A penalty shall be assessed if work goes beyond two years. Appeals or extensions may be applied for through the DRC.

2) Fines for Deviation from Approved Plans and Specifications by the Owner and/or Contractor

Each deviation from the approved plans and specifications is subject to a fine. Fines will be imposed only after issuing a notice of deviation to the Owner in accordance with the CC&R section 8.16. Any deviation which remains after the fine has been imposed shall be assessed an additional fine. In all cases, payment of fines does not constitute release of a non-compliant item or issue; non-compliant items must be corrected, regardless of fines paid.

3) Violations by Contractors or Vendors Serving the Project

Any deviation from the DRC approved parking plan or other violations of the Contractor Rules may be subject to fines/penalties assessed against the homeowner deposit.

GLENBROOK HOMEOWNERS ASSOCIATION

FEES, DEPOSITS AND FINE/PENALTY SCHEDULE

EFFECTIVE AS OF JUNE 23 2012

DESIGN REVIEW APPLICATION FEES:

Non- refundable

Minor Remodel/Maintenance- Replacement of existing features- *Will be waived if signed application is filed in a timely manner and homeowner deposits paid or waiver of deposit requested	\$ 500.00*
Major Remodel without extensive changes Any remodel involving exterior additions to Residence, such as decks, but not requiring review of outside consulting architect or major landscaping changes	\$ 500.00
Major Remodel Any remodel involving exterior additions to residence that involves detailed set of plans requiring services of outside consulting architect	\$ 1,000.00
New Construction or extensive remodel New construction or major remodel that Exceeds 6 month of construction time	\$ 2,000.00
Variance Application To cover administrative, postage, and other costs	\$ 1,000.00

DESIGN REVIEW HOMEOWNER DEPOSITS:

Refundable, provided no fines for building non-compliance, contractor rule violations, or common area damage claims are assessed

Length of construction work estimated for completion:

Less than one month	\$ 1,000.00*
Between 1 and 6 months	\$ 2,000.00
Between 6 and 12 months	\$ 5,000.00
More than 12 months	\$10,000.00

* Homeowner may request waiver of deposit if work is a Minor Remodel/Maintenance and work is completed within 1 month by a single vendor/contractor. Waiver of deposit does not relieve homeowner obligation for payment of damage to common area or fines/penalties imposed by GHOA/DRC in accordance with GHOA procedures

Note: If construction completion time is delayed, homeowner shall submit additional deposit amounts for adjusted completion time.

DESIGN REVIEW FINES/PENALTIES:

Contractor rule violations and resulting penalties will be deducted from Homeowner Deposits. Any shortages will be assessed against the Homeowners per CC&R procedures.

Construction Penalties

Completion Delays	\$ 100.00
If completion is not completed within 2 yrs of Commencement and no approved extension is granted.	per week

Deviation from Approved Plans	\$ 100.00
Penalties assessed in accordance to CCR provisions	per week

Continued Material Deviation from Approved Plans	up to \$ 1,000.00
If deviation is not corrected after penalty	per week per item

Fines

Contractor Rule Violations	\$ 25.00
Warnings may be issued for initial violations	per occurrence

SECTION X

SIGNS

In respect of the goal to maintain a natural setting within the Glenbrook planned unit subdivisions, the display of signs, posters, banners, or any brightly colored or visually intrusive object is not permitted except as permitted by law and with the exception of the following:

A. HOUSE AND LOT NUMBER SIGNS

1. House number signs are required on all developed lots. These signs are to be the specifications as required by fire department and approved by DRC.
2. During construction of a new home, either a lot number sign or a house number sign must be visible from the street. The sign must be neat and of a non-intrusive color and design and fixed to a freestanding stake. The sign must be in place prior to plan approval and remain in place during the entire construction period. Attachment of signs to trees is NOT permitted.

B. COMMERCIAL & NON-COMMERCIAL SIGNS

No commercial signs of any type may be posted, placed, erected or stored in view of any property within the Glenbrook planned unit subdivisions except as permitted by these DRC Rules.

1. One job identification sign, not to exceed nine (9) square feet and affixed to building and approved by DRC on job sites during construction or remodel of a residence on the lot.
2. Signs allowed pursuant to the provisions of the Nevada Community Association Uniform Act (NRS116).

C. REAL ESTATE SIGNS

For the purpose of this section, "Real Estate Signs" include any "For Sale" or "Open House" signs or any other signs placed by or pertaining to realtors.

For details, please refer to the GHOA CC&Rs Section 3.9 (d) and the GHOA Rules

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