

**ARCHITECTURAL
REVIEW
MANUAL**

FOR

ALPINE MEADOWS

BY

**BEAR CREEK PLANNING COMMITTEE
(BCPC)**

P. O. BOX 6136 • TAHOE CITY, CA 96145 • 530-581-5692

2010 EDITION

EFFECTIVE AS OF JANUARY 1, 2011

REVISION 34 • NOVEMBER, 2017

TABLE OF CONTENTS

| | |
|---|----|
| INTRODUCTION | vi |
| CHAPTER I. OVERVIEW AND ADMINISTRATION | 1 |
| A. HISTORY | 1 |
| B. GENERAL RESPONSIBILITIES OF BCPC..... | 1 |
| C. GENERAL INFORMATION | 2 |
| D. COMMITTEE ORGANIZATION AND OPERATIONS – GENERAL | 2 |
| E. MEETING SCHEDULES, RULES, AGENDA SETTING, LOCATION | 3 |
| F. PERIODIC REVIEW OF BCPC POLICIES, PROCEDURES, AND DESIGN GUIDELINES..... | 3 |
| G. PLAN RECORD KEEPING | 4 |
| CHAPTER II. PLAN APPROVAL PROCEDURES, POST-APPROVAL PROCEDURES, AND GENERAL ADMINISTRATION | 5 |
| A. PROJECT CATEGORIES AND TIME REQUIRED FOR APPROVAL | 5 |
| B. PLAN FEES | 6 |
| C. STEP-BY-STEP PROCESS REQUIRED FOR REVIEW AND APPROVALS | 6 |
| 1. Initial Planning Considerations for the Owner..... | 6 |
| 2. Conceptual Review | 7 |
| 3. Applications for Small Projects..... | 7 |
| 4. Initial Review for Major and Minor Projects | 7 |
| 5. Scheduling Preliminary Approval Hearing, Appointment of Plan Coordinator, Neighbor Notification, and Stakeout..... | 8 |
| 6. Preliminary Approval Hearing | 9 |
| 7. Construction Approval Hearing | 9 |

| | | |
|----|---|-----------|
| D. | POST-APPROVAL PROCEDURES | 10 |
| 1. | Payment of Performance Deposit, Stamping Plans, and Time Limitations | 10 |
| 2. | Construction Inspections and Approvals..... | 11 |
| 3. | Alteration and Change Requests and Approvals..... | 12 |
| 4. | Project Extensions and Approvals..... | 12 |
| 5. | Project Termination or Abandonment..... | 12 |
| E. | GENERAL ADMINISTRATION | 13 |
| 1. | Consultation with the Executive Committee..... | 13 |
| 2. | Transfer of Approved Projects | 13 |
| 3. | Violations, Sanctions, and Related Procedures | 13 |
| 4. | APPEAL OF DRC AND BCPC DECISIONS..... | 14 |
| 5. | LEGAL FEES | 15 |
| 6. | LIMITATION OF LIABILITY FOR DAMAGES | 15 |
| 7. | COMPLIANCE WITH ORDERS, JUDGMENTS, AND IMPOSITION OF SANCTIONS..... | 15 |
| 8. | DISCLAIMER | 15 |
| 9. | SEVERABILITY | 16 |
| | CHAPTER III. STANDARDS AND DESIGN GUIDELINES..... | 17 |
| A. | GENERAL STANDARDS | 17 |
| B. | DESIGN GUIDELINES | 18 |
| 1. | Chimney Materials | 18 |
| 2. | Colors | 18 |
| 3. | Construction Access, Materials, and Winterization | 18 |
| 4. | Coverage..... | 18 |
| 5. | Decking and Railing Materials..... | 18 |
| 6. | Defensible Space | 19 |

| | | |
|-----|--|----|
| 7. | Drainage | 19 |
| 8. | Driveways..... | 19 |
| 9. | Excavation and Fill..... | 20 |
| 10. | Exterior Siding and Trim..... | 20 |
| 11. | Fencing | 20 |
| 12. | Firewood Storage | 20 |
| 13. | Garage and Garage Doors | 20 |
| 14. | Garbage Storage | 20 |
| 15. | Height – Maximum | 20 |
| 16. | Hot Tubs, Spas, and Screening..... | 21 |
| 17. | Lighting | 21 |
| 18. | Materials..... | 21 |
| 19. | Metal Components | 21 |
| 20. | Miscellaneous..... | 21 |
| 21. | Parking | 21 |
| 22. | Propane Tanks | 22 |
| 23. | Retaining Walls | 22 |
| 24. | Revegetation..... | 22 |
| 25. | Roof Slope and Materials..... | 22 |
| 26. | Satellite Dishes and Internet Antennae | 22 |
| 27. | Setbacks..... | 23 |
| 28. | Signs | 23 |
| 29. | Size or Mass of Building..... | 23 |
| 30. | Skylights..... | 23 |
| 31. | Solar Panels | 23 |
| 32. | Snow Storage..... | 23 |

| | |
|---|-----------|
| 33. Temporary Structures | 23 |
| 34. Tree Removal | 23 |
| 35. Variances (See Also Chapter II, Section 6)..... | 24 |
| 36. Windows and Glazing..... | 24 |
| C. MAINTENANCE AND REPAIRS | 24 |
| CHAPTER IV. PRE- AND POST-PLAN APPROVAL PROCEDURES, STANDARDS, AND DESIGN GUIDELINES FOR PROPERTIES IN ALPINE MEADOWS ESTATES (AME) UNITS 1 AND 2..... | 25 |
| A. PRE-APPROVAL PROCEDURES..... | 25 |
| B. POST-APPROVAL AND GENERAL ADMINISTRATION PROCEDURES | 25 |
| C. ALTERNATIVE PLAN SUBMISSION OPTION..... | 25 |
| D. STANDARDS AND DESIGN GUIDELINES..... | 26 |
| E. VIOLATIONS, SANCTIONS, AND RELATED PROCEDURES | 26 |
| APPENDIX A. REVIEW VARIABLES | 27 |
| APPENDIX B. FEE SCHEDULE EFFECTIVE SEPTEMBER 19, 2009 | 28 |
| APPENDIX C. QUICK REFERENCE OUTLINE | 29 |
| APPENDIX D. MEETING AND CONTACT INFORMATION | 30 |
| APPENDIX E-1. PROJECT INFORMATION SHEET | 31 |
| APPENDIX E-2. PRELIMINARY SUBMITTAL CHECKLIST | 32 |
| APPENDIX E-3. CONSTRUCTION SUBMITTAL CHECKLIST..... | 33 |
| APPENDIX F. RE-VEGETATION LIST | 34 |
| APPENDIX G. ACKNOWLEDGMENT..... | 38 |
| APPENDIX G-1. ACKNOWLEDGMENT AND OPTIONAL ELECTION BY OWNERS OF PROPERTIES IN ALPINE MEADOWS ESTATES UNITS 1 AND 2..... | 39 |
| APPENDIX H. PROCEDURE ON APPEALS TO BEAR CREEK VALLEY BOARD | 40 |
| APPENDIX I. GLOSSARY OF TERMS..... | 42 |

NOTE: BCPC has the option to make changes and corrections for cause at any time and also has the option to publish an annual addendum on approximately February 1 of each year.

INTRODUCTION

Welcome to Alpine Meadows. You've chosen to build or improve your home in a beautiful place.

The developers of the Valley envisioned that the homes built here would fit together in a harmonious way and incorporate the natural beauty of the area. The Conditions, Covenants, and Restrictions (CC&Rs) adopted by the developers contained overarching standards for reviewing all building projects. While design guidelines and procedures for approval and enforcement have evolved over time, the overarching standards have remained constant.

Jurisdiction over building in the Valley was given by the developers to the Bear Creek Planning Committee (BCPC). Almost all lots in the Valley have CC&Rs that require exterior improvements to be approved by BCPC. BCPC is comprised of homeowners from the three Associations in Alpine Meadows: Bear Creek Association, Juniper Mountain Association, and Alpine Meadows Estates Association. They are charged with maintaining the great ambiance that drew you here.

This Architectural Review Manual (ARM) describes what improvements need BCPC approval, as well as the review and approval process. In general, any improvement to a lot, alteration, change in the land coverage or appearance of the land, or change in exterior appearance of an existing home is subject to BCPC review. In addition to application fees, which are used to fund the Committee's operations, a Performance Deposit is required to insure compliance with the regulations.

Processing an application for approval takes time. Take account of these time requirements, which vary by type of project, in arranging your design and construction schedule. Your schedule will also be affected by weather conditions, which will limit field inspections. BCPC does not meet during the winter months of December, January and February.

The requirements listed in this document can appear daunting to the uninitiated. BCPC strongly suggests that you work with a licensed design professional familiar with building in an alpine environment and familiar with the BCPC review process. There are a number of excellent designers in the Lake Tahoe area that have been through the BCPC review process. These professionals can create designs that are not only appropriate for the Valley, but for the unique climate conditions in the area.

The Bear Creek Planning Committee recognizes your right to build or improve your home and strives to make the process as straightforward as possible. This process is designed so that your improvements will integrate well with the other homes in the Valley. After your project is completed, you may welcome the review of the BCPC when your neighbors choose to build or improve their homes.

The guidelines set forth in this ARM are not intended to be strict restrictions on improvements or land use. Instead they are intended to disseminate to property owners who are contemplating improvement projects on their lots the site and design standards which the Alpine Meadows community holds as necessary to preserve community character; articulate the policies and goals by which the Committee judges and regulates land use; and give owner-applicants a clear indication of those site and design principles which increase the probability of the issuance of approvals to proceed with construction or installation of the improvement. The ARM's design guidelines represent the Committee's attempt to give property owners guidance, by way of detailed examples and explanation, on the criteria used by the Committee in reviewing proposed improvements and exercising the Committee's broad discretion under the Covenant.

That broad discretion obligates the Committee to consider such factors as the location of the proposed structure on the owner-applicant's lot; the appearance of the proposed structure or improvement taking

into consideration the character of the neighborhood in which it is proposed to be erected; the materials that are proposed for use in the project; the harmony of the proposed improvements with the surroundings; and the effect that the proposed improvement will have on the outlook from neighboring or adjacent properties. In exercising this broad discretion the Committee is cognizant that development within Alpine Meadows has not progressed in a linear fashion that seeks to implement a grand design scheme such as, for example a “Tuscan”, “Colonial” or “English Manor” appearance to all homes within the Alpine Meadows subdivisions. Instead over the span of about 50 years Alpine Meadows has evolved to reflect a variety of architectural styles and influences. Given that diversity, the main task of the Committee is to ensure that the neighborhoods remain reasonably harmonious and comprised of homes and related improvements that show respect for the neighborhood and which result in an eclectic, charming, yet generally harmonious place that is alpine in character appearance, with as little damage to the natural beauty of the land and the trees as possible.

CHAPTER I. OVERVIEW AND ADMINISTRATION

A. HISTORY

Single family residential development in the Alpine Meadows valley began in earnest in 1961 with the start of the Bear Creek Association Subdivision. Development of Alpine Meadows Estates (AME) subdivisions began with Unit 1 in 1962. The final major subdivision known as Unit 11 or Juniper Mountain was initiated in 1972.

Bear Creek Planning Committee (BCPC) was formed in 1961 as a committee of the Bear Creek Association for the purpose of conducting design reviews and approving all lot improvements proposed in that community. Later an agreement was reached that BCPC should exercise the same function for the AME subdivisions, or Units as they are now known. This agreement also applied to the Juniper Mountain community.

As BCPC's responsibilities expanded, the membership changed to include representatives from the new subdivisions. Eventually it became an independent non-profit corporation, operating in cooperation with the three organizations representing homeowners in the Valley: the Bear Creek Association (BCA) and Juniper Mountain Association (JMA), both legally constituted Home Owners Associations (HOAs), and the Alpine Meadows Estates Association (AME), a voluntary association.

Today BCPC's jurisdiction includes all of BCA and JMA, the great majority of lots within AME, and the so-called letter lots. This jurisdictional authority is incorporated in legally enforceable Covenants, Conditions, and Restrictions, known as CC&Rs that are recorded for each subdivision. Properties that are exempt from BCPC jurisdiction include AME Unit 5 and some lots within AME Unit 3. Consult Appendix A for details. Unit and lot numbers for your property can be obtained from your title documents.

B. GENERAL RESPONSIBILITIES OF BCPC

The CC&Rs empower BCPC with design review and approval authority. BCPC's role, as set forth in the CC&Rs, is to ensure that the community develops in a way that is Alpine in character, harmonious in appearance and function, and respectful of the natural environment and beauty of the Valley.

To achieve these goals BCPC requires that residential building project proposals be reviewed to determine whether they reasonably conform to standards for exterior appearance and compatibility with their neighbors and natural environment. These standards are in addition to standards enforced by governmental entities with jurisdiction in the Valley.

BCPC reviews plans and specifications for all new construction or alterations that affect the exterior appearance or location of structures or the appearance of the land and landscape. Examples of projects include: new homes, additions and changes to structures that affect exterior appearance, driveways, decks, spas, exterior window or door changes, roof or exterior color changes, landscaping and grading, and tree removal. See Chapter II for more detailed information on projects requiring approval.

BCPC review is not required for interior work or exterior maintenance. The latter is defined as work that does not change the shape or exterior appearance of structures in any way, otherwise known as "like-for-like" maintenance. In the case of older homes it is recognized that it may not be possible to replace materials on a like-for-like basis. These cases should be referred to BCPC to determine whether approval for substitutes may be required.

C. GENERAL INFORMATION

BCPC's plan approval procedures are designed to:

- Give Applicants ample opportunity to explain what they want to achieve in the development of their property.
- Ensure consideration of all relevant factors, including neighbor input, to a fair and appropriate decision.
- Facilitate a productive exchange between BCPC representatives and the Applicant so that in the end plans will achieve the owner's objectives in ways that are compatible with the neighborhood and environment.

Plan approval procedures that apply to all Applicants, except those from AME Units 1 and 2, are set forth in Chapter II, Sections A-C, of this Architectural Review Manual (ARM). Approval procedures applicable to AME Units 1 and 2 are described in Chapter IV. Post-Approval and general administration procedures applicable to all subdivisions within BCPC jurisdiction are set forth in Chapter II, Sections D-E.

The overarching standards applicable to all development in the Valley are set forth in the CC&Rs. Additional design guidelines have been formulated over about 50 years to reflect new state and local government regulations, new materials and building technology and changing living styles. These Standards and Design Guidelines are set forth in Chapter III.

A summary of procedures and standard requirements specific to each subdivision can be found in Appendix A.

D. COMMITTEE ORGANIZATION AND OPERATIONS – GENERAL

The members of BCPC are lot owners within BCPC jurisdiction elected or appointed by the three homeowner associations (HOAs) in the Valley: Bear Creek Association, Alpine Meadows Estates Association, and Juniper Mountain Association. The Committee has nine members and three alternate members. The election and appointment process is governed by a Joint Powers Agreement between the HOAs.

Three of the elected or appointed members of BCPC are the Presidents or Members of the Boards of Directors of the HOAs. They form the Executive Committee of BCPC and as such they oversee BCPC policy and operations and directly supervise financial and legal matters. They meet as necessary. They are not involved with processing applications for plan approval. They stand for election annually for the offices of President, Vice-President, and Secretary/Treasurer of BCPC. Their term as BCPC members is coterminous with their term as a HOA officer.

The remaining six members and three alternates are volunteers elected or appointed by the respective HOAs and comprise the Design Review Committee (DRC). DRC members annually elect a DRC Chairperson and Vice Chairperson. The DRC is responsible for processing and acting on all applications for plan approvals. The decisions of the DRC are final unless appealed.

The DRC may be assisted by a Design Advisor (DA), who is a licensed design professional acting under contract, for all major and certain minor projects (See Chapter II for definitions of Major and Minor Projects). A review by the DA will include an evaluation of applications to determine conformance to BCPC policies and standards. For those projects not reviewed by the DA the same procedures and guidelines described herein will apply.

To facilitate the application process, the Chairperson of the DRC will assign each application to a DRC member who will become the Plan Coordinator for that project. The Plan Coordinator will act as liaison for all communications between the DRC, the DA, the Applicant, and interested neighbors through the entire process of obtaining Preliminary, Construction Plan, and Final Inspection approvals.

From time to time the Chairperson of the DRC may appoint a Subcommittee of the DRC, comprised of one or more members, with authority to approve or otherwise act on small project applications, as well as matters requiring immediate attention. These actions of the Subcommittee are recorded by the DRC at its next regular meeting.

Other professionals operating under contract will also assist the Executive Committee and the DRC. A Recording Secretary will be present at all DRC meetings and assist the Chairperson in receiving, collating and filing all application materials, as well as transcribing minutes and managing correspondence. Other professionals will assist with accounting and legal work.

Chapter II covers the functions and procedures of BCPC in detail.

To identify and contact current BCPC personnel, refer to Appendix D – Meeting and Contact Information.

E. MEETING SCHEDULES, RULES, AGENDA SETTING, LOCATION

DRC meetings are scheduled for the third Saturday of the month from March through November. During the period December through February, meetings may be called at the discretion of the DRC. Meetings with the DA may be arranged at any time.

DRC meeting starting times may vary depending on agenda length and time of year. Please contact the Recording Secretary for details (Appendix D).

All meeting items except those designated for Executive Session will be considered in Open Session. Public comments are invited; however time limits may be imposed. Public comments may be presented orally, or in written or email form. Meetings may be electronically recorded by the DRC and with notice by the Applicant or residents within BCPC jurisdiction. Executive Sessions will be limited to personnel, litigation and matters relating to the formation of contracts with third parties.

Items to be placed on the DRC agenda, other than requests for Preliminary Plan Approval, must be submitted in writing to the Recording Secretary no later than ten (10) calendar days in advance of the meeting to ensure appropriate consideration. Requests for a Preliminary Plan Approval hearing must be submitted at least thirty-five (35) calendar days prior to the meeting date.

The Recording Secretary will send the agenda to DRC members seven (7) calendar days prior to the meeting. Each agenda item will be given a time slot. To the extent practical any timed agenda item will not be heard prior to that time, but may be heard later due to prior agenda item discussion. Discussion time on complex projects and other circumstances may cause rescheduling and shifting of agenda items.

Consult the Recording Secretary (Appendix D) to determine meeting locations and times.

F. PERIODIC REVIEW OF BCPC POLICIES, PROCEDURES, AND DESIGN GUIDELINES

BCPC acting as a whole (Executive Committee and DRC) may periodically update or revise the ARM and the policies, procedures, and design guidelines contained therein. State or local law, the introduction of new building standards and materials or other factors may necessitate changes. Major changes will be incorporated in new editions of the ARM while minor changes will appear as Addenda.

G. PLAN RECORD KEEPING

BCPC maintains an archive of building plans for most projects that have received Final Approval. Copies may be obtained for a fee. Permission for reproduction must be granted by Legal Holder of Plan Rights. (See Appendix B – Fee Schedule.)

CHAPTER II. PLAN APPROVAL PROCEDURES, POST-APPROVAL PROCEDURES, AND GENERAL ADMINISTRATION

The plan approval procedures set forth in this Chapter, Sections A-C, apply to all subdivisions except Alpine Meadows Estates (AME) Units 1 and 2. Plan approval procedures for AME Units 1 and 2 are specified in Chapter IV.

Post-approval and General Administration procedures for all subdivisions including AME Units 1 and 2 are specified in Sections D-E of this Chapter.

A. PROJECT CATEGORIES AND TIME REQUIRED FOR APPROVAL

Any new construction on a lot, alteration, change in the land coverage or appearance of the land, or change in exterior appearance of an existing home must have the approval of the Design Review Committee (DRC), the Committee of the Bear Creek Planning Committee (BCPC) responsible for reviewing and approving all applications for plan approval. In no cases can site work of any kind, including grading, excavation, tree removal or construction begin until Construction Plan approval has been granted by the DRC and all subject-to conditions have been satisfied. The plan approval procedure applicable to a particular project, the time required to complete that process and the fees and other charges to be paid are a function of the type of project. There are three categories of projects: Major Projects, Minor Projects, and Small Projects.

Major Projects are new residences or structural additions that add mass or volume to the existing dwelling. Approval of Major Projects involves a minimum of five (5) steps after submission of all required plans and fees:

- Initial Review by the Design Advisor,
- Scheduling Preliminary Approval Hearing, Appointment of Plan Coordinator, Neighbor Notification, and Stakeout,
- A meeting with DRC to obtain Preliminary Plan approval,
- A meeting with DRC for Construction Plan approval, and
- A field inspection (“batterboard inspection”) to determine that foundations are properly located.

Applicants for Major Projects are encouraged to add a Conceptual Review as a first step.

Minor Projects include, but are not limited to, decks, patios, walkways, driveways, hot tubs and screening. Minor Projects that change or relocate land coverage may require Neighbor Notification. Approval of Minor Projects includes three steps after submission of all required plans and fees:

- Initial Review by the BCPC or Design Advisor,
- Preliminary Plan approval meeting with the DRC, and
- Construction Plan approval meeting.

The DRC may require a field inspection for Minor Projects to determine that projects will be properly located.

For Minor Projects that do not require extensive review, Preliminary and Construction Plan approval may be granted at the same meeting. The DRC will determine which projects qualify for this accelerated process.

Small Projects are re-roofing, new windows or doors, exterior painting and re-siding involving a change of color or material, landscaping, tree removal, defensible space tree removal and other projects that may change the exterior appearance of the property. Approval for these types of projects may be granted by the DRC or by a Subcommittee of the DRC as soon as practical after submission of the project request and associated fees and other charges. No fees are required for tree removal, including defensible space tree removal.

In general, no project shall be granted Preliminary Plan approval or Final Inspection approval when there is snow on the property, unless the project area is accessible and free of snow. In all cases no site work of any kind, including grading, excavation, tree removal and construction can begin until Construction Plan approval has been granted by the Design Review Committee and all subject-to conditions have been satisfied and a Performance Deposit has been paid.

For the purposes of scheduling approval requests, please note that the DRC meets to approve applications during the months of March through November. It does not consider applications during the period of December through February, however, it may appoint a Subcommittee for approval of Small Projects or other matters requiring expedited attention during those months.

See Appendix C for a Quick Reference Outline of the sequence of project approval.

B. PLAN FEES

Non-refundable Plan Fees are charged to offset the cost of Committee operations. A Plan Fee is due at the time a project is initially submitted for DRC review and approval. See Appendix B for details.

Like-for-like maintenance work and defensible space tree removal do not require the payment of fees. Any person commencing work prior to DRC approval is subject to payment of fines or other sanctions. (See Section E below.)

C. STEP-BY-STEP PROCESS REQUIRED FOR REVIEW AND APPROVALS

1. Initial Planning Considerations for the Owner

The DRC deals with the Applicant (Owner or their agent authorized to act on their behalf); however, the Owner retains all responsibility for the actions of the agent. Applicants are responsible for adhering to all deadlines for application submission, inspection requests, conformance to procedures and standards set forth in this ARM or the relevant CC&Rs and conditions of project approval.

In the case of Major and Minor Projects, the DRC strongly encourages Applicants to consult with licensed design professionals experienced in mountain environments. The DRC reserves the right to reject plans that are not complete, legible, or in conformity with the requirements set forth in Appendices E1, E2, and E3.

Applicants are responsible for determining their Unit (subdivision) and Lot Number. This information can be found in the property title documents. Appendix A sets forth the procedures, standards, and setbacks applicable to the property. Applicants are required to sign the form in Appendix G acknowledging receipt of the ARM.

Applicants must also conform to public agency requirements that may alter or supersede provisions contained herein. Such agencies include but are not limited to the Placer County Community Development Resource Agency (Planning and Building divisions) and Environmental Health Department,

the Alpine Springs County Water District (water and sewer), the North Tahoe Fire Protection District, and the U.S. Forest Service.

Owners in the Valley have the responsibility of ensuring that BCPC has their most current mailing address on file to ensure timely BCPC communications.

2. Conceptual Review

The DRC offers Applicants an optional initial step called a Conceptual Review. Conceptual Review is intended to assist the Applicant in reviewing design options early in the design process. The review will take place at one of the DRC regular meetings. The owner should provide conceptual drawings to facilitate the process. Neither the DRC nor the Design Advisor (DA) will make any plan approval commitments; however, members will express their initial impressions as to appropriateness of the design and its conformance with standards of this ARM and/or CC&Rs. No formal actions will be taken. A Conceptual Review Fee (see Appendix B) is required and will be applied to the Plan Fee if the Preliminary Plan is submitted within six (6) months of the Conceptual Review. Up to two Conceptual Reviews may be granted under the same Fee. The Applicant should consider input received from the Committee prior to subsequent Conceptual submittals. Resubmittals must address issues discussed at prior Conceptual Reviews.

A conceptual review will be required on Major Projects; however if the plans include the information required in Appendix E2 (Preliminary Checklist), the project may be considered for Initial Review by the Design Advisor and Preliminary Review Design Review and Neighbor Notification at the same meeting. A Plan Coordinator will be assigned at that time.

3. Applications for Small Projects

Applicants for small projects need to provide the DRC with specifics of the proposed changes and obtain DRC approval. For example, for re-roofing and re-siding projects, provide a sample of the new material(s) and designate areas to be re-roofed or re-sided. For color changes to a structure, provide color samples and indicate areas to be changed. For window and door changes, indicate location on house elevation drawings along with color and material specifications. For live tree removal requests, including for defensible space purposes, all trees to be removed must be clearly marked on site and a copy of the North Tahoe Fire Protection District "Notice of Fire Hazard Inspection," or a written report by a licensed arborist or registered forester regarding trees recommended for removal for reasons of disease or danger to structures, must be provided.

The applicable Plan Fee and a signed Acknowledgment form must be submitted with the application. The DRC or a Subcommittee of the DRC will review the project, provide the necessary approval, and notify the Applicant as soon as practical. A Performance Deposit is required before proceeding with the work, except in the case of tree removal, including tree removal for defensible space, in which case no fees or deposits are required.

4. Initial Review for Major and Minor Projects

If an application for a Major or Minor Project is initially reviewed by the Design Advisor there are two steps. First, a review of the application to make sure that it is complete. Second, a review of the application to determine whether it conforms to applicable standards and design review guidelines (see Chapter III).

For Major and Minor Projects the Applicant/agent must submit all of the following to the BCPC Recording Secretary. (See Appendix D for address of Recording Secretary.)

- Two sets of Preliminary Plans containing all the information specified in the Preliminary Submittal Checklist forms in Appendices E-1 and E-2 along with the completed Checklist forms. In addition, Applicants are encouraged to provide plans in an electronic format.
- Full Plan Fee (check made payable to BCPC), and
- The completed Acknowledgment form (see Appendix G).

The Committee may require 3D views and/or physical models to facilitate the Committee's understanding of any project and are particularly recommended for major projects and complex minor projects.

The plans and checklists will be forwarded to the DA, who will check the submittal for completeness. If major items are missing or inaccurate, the application will be returned to the Applicant with an explanation of the deficiencies. If minor items are missing, the DA will request that the Applicant provide them.

When the application is complete, the DA will evaluate the submission for compliance with applicable standards and design policies. Following this review, the DA or Applicant and/or agent may request a meeting in person or by phone to discuss issues raised by the application.

Based on this discussion, the Applicant may request that the application be submitted to the DRC for Preliminary Approval, as is or with minor revisions, or may withdraw the application and resubmit at a later time. One additional review and meeting with the DA is included in the original fee. The additional review must occur within 6 months of the first review. Any other reviews with the DA will be charged to the Applicant on an hourly basis.

When the Applicant requests that the application be submitted to the DRC, the DA will prepare a written report to the DRC identifying required variances, deviations from applicable standards, and comments on the extent to which the proposal bears a harmonious relationship to the land and neighboring properties. The report may suggest alternatives to be considered. A copy of the report will be provided to the Applicant.

5. Scheduling Preliminary Approval Hearing, Appointment of Plan Coordinator, Neighbor Notification, and Stakeout

Scheduling. When the Applicant requests submission to the Design Review Committee (DRC), the DA will request that the DRC add the submittal to its regular meeting agenda for Preliminary Plan approvals. The request must be at least ten (10) calendar days prior to the next scheduled DRC meeting. The Recording Secretary will advise the Applicant that the hearing is scheduled. The Preliminary Plan approval hearing will not proceed until this Fee has been paid.

Because DRC meeting documents are sent electronically, printed plans do not have to be submitted prior to the meetings, but must be brought to the meetings, unless otherwise requested by the DRC. For Major Projects, .pdf versions of no larger than 4MB must be submitted for Initial Project Review and/or Preliminary and/or Construction Plan Approval at least 10 days prior to the meeting in order to

be forwarded to DRC members. Hard copies of plans must be submitted for Preliminary and Construction Plan approvals at the meetings.

Plan Coordinator. When the submittal is placed on the agenda, a DRC member will be appointed as Plan Coordinator. The role of the Plan Coordinator is to act as a liaison between DRC, the DA, the Applicant, and interested neighbors. The Plan Coordinator will be available to these parties to answer questions about the nature of the proposal, the plan approval process, and standards.

Neighbor Notification. The Plan Coordinator will determine which neighboring properties might be affected by the proposed project. The Recording Secretary will mail written notices no later than 14 days prior to the Preliminary Plan approval meeting to all owners of record of the designated properties regarding the project, including a description of its nature, scope, and any requested variances. Since ownership records available to the DRC may not be current, Applicants should attempt to contact neighbors within 300 feet.

Preliminary Plans of the project will be available for review at the office of the Recording Secretary and at the approval hearing. Neighbors can submit written comments by mail or email to the DRC, ask questions of the Plan Coordinator, or state their position at the Preliminary Approval hearing. They may also wish to review the Stakeout. (See below.)

Stakeout. The Applicant will be required to stake out the project for review by the neighbors and the Committee no less than eight (8) calendar days prior to the Preliminary Approval hearing. Stakeout requirements are set forth in Appendix E-2. A stakeout inspection cannot occur when there is snow on the property, unless, at the Committee's discretion, it is determined that the area covered by the project is snow-free and accessible. Preliminary Plan approval will not be considered without the required Stakeout. The Applicant or representative should be present for the on-site inspection by BCPC.

6. Preliminary Approval Hearing

The DRC will conduct the hearing and will either approve, approve with conditions, continue, or reject the proposal. The decision of the DRC will be final unless the Applicant appeals to the Bear Creek Valley Board (BCVB). See Section F of this Chapter and Appendix H regarding appeals. For information on DRC meeting schedules, location and rules see Chapter I, Section E, and Appendix D.

The Owner is strongly encouraged to attend the hearing. If that is not possible, an agent may represent the Owner. The Applicant shall present the proposed project. The DA will present his/her report as noted in Section 4 above. The Plan Coordinator may comment, as can any neighbors in attendance. Written comments by neighbors will be considered. The Applicant will be given an opportunity to respond. After viewing the Stakeout on site and taking into consideration all comments received either orally or in writing, the DRC will vote first on any variance requests. It is strongly recommended that the owner or their representative be on site for the Stakeout.

BCPC is empowered to grant variances to allow the building of a home, a garage or other improvement nearer to a road or side lot line than provided by setback limits or to allow a home to exceed the maximum height limit. Details on Variance policies are set forth in Chapter III, B-35.

Requests for variances must be included in the initial application and noted on the Preliminary Plans with a written request stating the specific reasons for needing to deviate from the standards and regulations described herein or in the CC&Rs.

Conditions attached to an approval may include minor plan changes; the Applicant will be required to include such plan changes in the subsequent Construction Plan submission. Conditions may also include a requirement that the Applicant file a negative easement against portions of the property to ensure that in the future those portions will not be improved for illegal use as habitable space.

The DRC will notify the Applicant by mail with a copy of the appropriate section of meeting minutes of the action taken on the Preliminary Plans. Applicants may also call the Recording Secretary's office to determine actions taken. Preliminary Plan approval is good for twelve (12) months after the date of approval.

If during this process issues arise that indicate the project will not be approved, the Applicant may wish to withdraw his/her submittal and resubmit with revisions at a later date. The Plan Fee includes one re-submittal within six months of the first Preliminary Approval Hearing. The re-submittal should include revisions that address comments from the DRC during the first Hearing.

7. Construction Approval Hearing

Following approval of the Preliminary Plans, and within twelve (12) months of that approval, the Applicant shall submit for DRC review:

- **The applicant must supply the appropriate number of copies for submittal to Placer County and an additional 2 copies to be retained by BCPC**
 - The Submittal must include all items noted in the Construction Submittal Checklist form (Appendix E3). **Appendix E3 must be fully completed in order to be considered.**
 - The two items above must be submitted no later than ten (10) calendar days prior to the scheduled DRC meeting at which they are to be reviewed.

A Final Revegetation Plan is due prior to Final Inspection. See Appendix F and Chapter III, Section B.23, for details.

The Applicant is encouraged to attend the Construction Plan approval hearing. Otherwise an agent must be present and prepared to discuss specifics regarding materials, colors, lighting, and other details. After presentation of the plans by the Applicant there will be a discussion period. If neighbors have comments relevant to the Construction Plans, they will be considered. Neighbor comments on issues resolved during the Preliminary Plan approval process will not be considered. Following the discussion, the DRC will vote to approve, approve with conditions, continue, or reject. The DRC, at its discretion, may delegate Construction Plan approval to the Design Advisor (DA).

D. POST-APPROVAL PROCEDURES

1. Payment of Performance Deposit, Stamping Plans, and Time Limitations

Refundable Performance Deposits are required in order to ensure the timely completion of projects in conformance with approved plans. Performance Deposits are due prior to DRC stamping of Construction Plans, which may, at the discretion of the Applicant, be up to one (1) year after DRC Construction Plan approval. Performance Deposits **MUST** be received **PRIOR** to any commencement of construction on the project. The time limit for construction commences on the date the plans are stamped. Performance Deposits are not required for AME Units 1 and 2.

The Performance Deposit will be held until the project is complete and has received Final Inspection approval. If the project has been constructed in conformance with the time limitations and conditions set forth in the Architectural Review Manual (ARM) and the approved Plans of Record (and any approved change requests), and there have been no violations of this ARM, the Performance Deposit will be returned.

If construction is not performed in accordance with required time limitations or the approved Construction Plans (and approved change requests), or there have been violations of this ARM, the BCPC has the right to retain all or part of the Performance Deposit.

The Applicant may use the appeals process (described in Section E.4) to contest the retention of all or part of a Performance Deposit. See Section D.2 for more detail regarding the handling of Performance Deposits at the time of final inspection.

When the Construction Plans are approved, they become the “Plans of Record.” No excavation or exterior work is permitted until the BCPC has STAMPED, signed and dated the Plans of Record. Stamped approval will not occur until the Performance Deposit has been received.

The STAMPED Plans of Record will be distributed to the following: one (1) copy to the Recording Secretary for placement in the DRC project files; one (1) copy to the Plan Coordinator; and one (1) copy to the DA. Of the remaining copies stamped for approval by both BCPC and Placer County, one must be retained on the construction site.

The Applicant has twelve (12) months following the date the Plans of Record are stamped to begin construction. The Applicant must notify the Recording Secretary in writing when construction has started.

Applicants from AME Units 1 and 2 have one (1) year to complete construction. All other Applicants have twenty-four (24) months to complete the project. Completion is defined as the date of Final Inspection approval (see Section D.2). See Sections D.4 and D.5 below regarding time extension and abandonment provisions and Section E.3 regarding sanctions for failure to meet completion time requirements.

2. Construction Inspections and Approvals

Batter Board Inspection. For all major projects, a batter board inspection is required to demonstrate that the proposed foundation(s) are located on the property in conformance with the Plans of Record. The batter board layout must clearly show the exterior face of all proposed foundation walls using string lines or other means prior to the foundation formwork construction or any foundation concrete placement. The property lines and setbacks shall be clearly marked and layout control points shall be protected for future reference.

Ordinarily the Design Advisor will perform the batter board inspection. The Plan Coordinator will monitor the process. The Applicant shall provide notice to the DA or PC seven (7) calendar days prior to the requested inspection. On larger projects or for projects located close to setbacks, the DRC, at its discretion, may require a letter or other documentation it considers acceptable from a California licensed surveyor stating he/she has reviewed the batter boards and that the project layout is in conformance with the Plans of Record. A written record of this inspection or the surveyor’s report must be submitted to the Recording Secretary by the inspector (DA or PC).

Refer to Section E.3 for sanctions that may be imposed because of failure to obtain approval at this stage.

Final Inspection. Requests for DRC Final Inspection must be submitted no later than ten (10) calendar days prior to the next scheduled meeting. The DRC will make an onsite inspection and if the project is in conformance with the Plans of Record (and any approved plan changes), Final Inspection approval will be granted. All construction, revegetation and any and all other specifications including repair of any damages that may have resulted from contractor access, material storage, trenching or other factors during the course of construction are considered in determining whether the project is complete and in conformance with plans.

If the project is timely completed and the DRC determines that the final project fully complies with the Plans of Record (and any approved changes) and there have been no violations of this ARM, one hundred percent (100%) of the Performance Deposit will be returned. The DRC may impose sanctions including retaining a part or all of the Performance Deposit if the project is not timely completed, if there have been violations of this ARM, or if it determines that compliance with Plans of Record is less than one hundred percent (100%). See Section E.3 regarding sanctions.

If the project is not in conformance with the Plans of Record and approved change requests, Final Inspection approval will not be considered until the Applicant provides as-built drawings showing all completed unapproved changes. If the inspection reveals unapproved changes, certain sanctions may be imposed by the DRC. In addition, the DRC, at its discretion, may require an as-built survey by a California licensed surveyor showing all site development and the associated as-built land coverage if it appears the completed project is not in conformance with the Plans of Record.

That portion of the Performance Deposit to be refunded after any sanctions will be returned within sixty (60) days of granting the Final Inspection Approval. The Applicant may appeal retention of any portion of the Performance Deposit. See Section E.4 regarding appeals.

3. Alteration and Change Requests and Approvals

Any change(s) or alteration(s) to the Plans of Record MUST be submitted to the DRC for approval prior to implementation. See Appendix B regarding the change request Fee. A plan change request together with Revised Plans must be submitted to the DRC ten (10) calendar days prior to the next scheduled meeting. The Revised Plans must be dated, changes must be clouded and dated, all sheet and notes legends must be updated, and a summary of changes must be attached in order to show the evolution of the project and to insure the Applicant, contractor(s) and the DRC are all working from the latest revision. If approved, the Revised Plans become the Plans of Record.

The DRC, at its discretion, may agree to accept plan change requests less than ten (10) calendar days before a scheduled meeting if the changes are minor (e.g. window location changes, lighting fixture changes, etc.). These requests may be added to the regular meeting agenda and acted on at the meeting. Revised plans, detailed as noted above, must be submitted with a change request.

The DRC, at its discretion, may also agree to consider change requests at any time in cases where the changes are major and would necessitate halting all construction pending approval. In these cases, a Subcommittee of the DRC will attempt to review the proposed change within three (3) calendar days of the Applicant submitting same. Consultation with the DA may be necessary. If approved, prior to the next scheduled meeting, the Applicant must submit to the DRC a complete set of the Revised Plans detailing all changes or the Subcommittee approval will be void.

Applicants and builders should be aware that failure to seek approval of changes prior to proceeding with the work may result in the forfeiture of part or all of the Performance Deposit and other sanctions. See Section 2 above for requirement for as-built plans showing unapproved changes to be submitted prior to Final Inspection and Section E.4 for information on sanctions related to unapproved changes. The DRC

will make every effort to expedite all change requests, while assuring compliance with building standards in the Valley.

4. Project Extensions and Approvals

If it is evident that construction of a project will not commence before the expiration of the twelve month start of construction deadline or that a project under construction will not be completed and receive its Final Inspection prior to the end of the twenty-four (24) month construction period (twelve [12] months in the case of Units 1 and 2), an extension of up to one (1) year for each can be requested. (See Appendix B for required fee.) Extension requests are to be submitted to DRC in writing and must show cause justifying the extension. Requests must be submitted to the DRC prior to the end of the applicable pre-construction or construction period. The DRC may impose conditions in connection with approval of an extension.

5. Project Termination or Abandonment

In the case of Applicants requesting termination of a project in writing prior to Construction Plan approval, the DRC will reimburse twenty-five percent (25%) of the Plan Fee.

If an Applicant with an approved project terminates the project in writing prior to the start of construction, the Performance Deposit will be reimbursed, however, all other Fees will be forfeited.

If a project has not commenced construction before the end of the twelve (12) month start of construction deadline and no extension has been approved or request for project termination received, the Fees will be forfeited and the Performance Deposit will be returned. If the Applicants wish to initiate the project at a later date they must go through the approval process from the beginning with new Fees and Performance Deposits being required.

If a project under construction is abandoned, as acknowledged by the Applicant, the Fees and Performance Deposit will be forfeited.

Up to seventy-five (75%) of the forfeited Performance Deposit may be used to mitigate the adverse impacts of the abandonment. This may be accomplished by the placement of vegetation screening, removal of partially constructed improvements, or other measures to restore the site. Such amount will be made available to the HOA of the subject property and the HOA will be responsible for the terms and administration of the mitigation program. The proposed mitigation program will be submitted to the DRC for review and approval. No fees will be required but the program is subject to the procedures and standards herein.

E. GENERAL ADMINISTRATION

1. Consultation with the Executive Committee

The DRC, prior to action on any of the approval requests specified in Sections C.6-7 and D.2-5 above, may, at its discretion, consult with the Executive Committee regarding policy issues posed by the particular submittal being considered. This action may delay the decision by the DRC. The Applicant will be notified of this delay. The decision by the DRC will be rendered as soon as practical. In certain instances the DRC, at its discretion, may choose to consult with the Executive Committee regarding plan applications for Units 1 and 2, so long as such consultation does not delay the period for acting on plans specified in Chapter IV.

2. Transfer of Approved Projects

Plans of Record are transferable to subsequent owners of the lot if they adhere to the time schedule described herein and pay a Transfer Fee (see Appendix B). If the Performance Deposit is to be returned to any person other than the person who signed the original Acknowledgment form (Appendix G) the new Applicant must sign a new Acknowledgment form. Also, the person who provided the original Performance Deposit must inform BCPC in writing if the Performance Deposit is to be returned to someone else. If there is any other arrangement being specified, please notify BCPC in writing.

3. Violations, Sanctions, and Related Procedures

This section applies to sanctions other than retention of the Performance Deposit (see Sections D.1, D.2 and D.5).

a. Types of Violations and Sanctions

In addition to the sanction of withholding portions or all of Performance Deposits by the DRC noted in Section D.2 above, sanctions may be imposed by BCPC for violations under the terms of the ARM or relevant CC&R documents.

- (1) Failure to request or obtain all DRC approvals for any project prior to and including Final Inspection Approval, or failure to construct in conformity with approved plans and specifications, or failure to complete construction within the approved periods:

Possible Sanctions:

- Court ordered cease and desist or injunction to stop work;
- Recovery of all costs and expenses, including attorney fees;
- Any combination of above.

- (2) In addition to the above sanctions, the following additional sanctions may also be applied:
 - Fine up to \$25,000;
 - Lien placed on property to ensure payment of fine;
 - Any combination of above.

b. Notice, Hearing, and Enforcement

It is the intent of BCPC to work with the Applicant to resolve all possible violations prior to the imposition of sanctions. In the event of an apparent violation, the BCPC will notify the Applicant in writing by a letter, known as a "Notice of Curable Violation," sent to their last known address stating the nature of the violation and requesting a written or verbal response within thirty (30) calendar days as to the Applicant's plan and timetable for correction or amelioration of the violation. Depending on the nature of the violation, the BCPC may opt to notify the Applicant by phone or in person to accelerate the process of correction.

If the Applicant responds to the notice with a plan and timetable, the BCPC will consider and act on the proposal no later than the next meeting.

If the BCPC rejects the Applicant's plan for correction or an Applicant fails to respond to BCPC's first notice within thirty (30) calendar days, a second notice will be sent in writing or verbally indicating that BCPC intends to discuss the violation and, if appropriate, decide on sanction(s) at its next meeting. The

Applicant is invited to the meeting to work with BCPC to resolve the matter if possible. BCPC at its sole discretion may opt to hold further hearings on the matter; otherwise it will consider appropriate sanction(s) at the meeting.

If BCPC imposes sanctions it will notify the Applicant of its decision(s) and the nature of the sanction in writing no later than five (5) calendar days after the decision. The Applicant can appeal imposition of fines to the BCVB.

In the event an Applicant has initiated construction on a project without requesting or obtaining appropriate approvals from the DRC, BCPC may opt to immediately seek a cease and desist order or court injunction to stop work and simultaneously notify the Applicant. In such event, the procedures of this section will not apply.

4. APPEAL OF DRC AND BCPC DECISIONS

a. Decisions Subject to Appeal

The following decisions of the DRC and BCPC are subject to appeal to the Bear Creek Valley Board:

- Disapproval of Preliminary Plans;
- Disapproval of Construction and Revegetation Plans;
- Disapproval of project in whole or in part at Final Inspection;
- Withholding of all or a portion of Performance Deposit;
- Imposition of monetary sanctions.

b. Appeal Process

The Bear Creek Valley Board (BCVB) is empowered by the CC&Rs to hear any appeal on decisions made by the DRC (BCPC). Membership on the BCVB is generally drawn from each of the participating Associations and the Ski Corporation, and is more particularly specified in the CC&Rs for each subdivision. BCVB reviews all cases de novo and its decisions are final. Requests for an appeal hearing by BCVB must be made in writing and must describe the decision being appealed and the reasons for appeal. A fee of \$350 is required. The request must be submitted no later than ten (10) calendar days after the DRC has given notification in writing of disapproval of plans or specifications. The BCVB will schedule the appeal hearing not more than sixty (60) calendar days after receipt of the petition and may request the submission of relevant information prior to the hearing. The Procedures on Appeals to the BCVB are set forth in Appendix H.

5. LEGAL FEES

In the event that it is necessary for the BCPC to enforce the provisions of the ARM and/or CC&Rs by initiating and/or defending litigation, filing and/or preparing legal documents or filing and preparing a Cease and Desist Order and/or injunction, then the BCPC shall be entitled to recover its reasonable attorney fees and costs from the Applicant if the BCPC prevails.

6. LIMITATION OF LIABILITY FOR DAMAGES

The BCPC and the BCVB, and their respective members, directors, employees, subcontractors and personnel, shall not be liable to Applicant, whether a claim be in contract, tort or otherwise, for any monetary damages, including but not limited to any consequential, indirect, lost-profit or similar damages and/or any exemplary or punitive damages, relating to the performance or failure to perform under this ARM, except for the amount of fees and Performance Deposit paid by the Applicant.

7. COMPLIANCE WITH ORDERS, JUDGMENTS, AND IMPOSITION OF SANCTIONS

No new or amended application for development or improvement of a property shall be considered by the BCPC or the DRC so long as the Applicant is pursuing any Appeal pursuant to Section E.4 or any legal action relating to the property which is the subject of the Appeal or other legal proceedings.

No new or amended application for the development or improvement of a property that is the subject of an order or judgment or imposition of sanctions shall be considered by the BCPC or the DRC until the Applicant has fully complied with such order or judgment and paid any sanctions.

8. DISCLAIMER

The failure of the BCPC/DRC or the BCVB to enforce any of the CC&Rs or the ARM shall in no way be deemed a waiver of their right to enforce such conditions thereafter. The BCPC/DRC and their members shall not be responsible for errors, omissions, and/or inaccuracies in any information supplied by the applicant. The BCPC/DRC and the BCVB and all their members shall be held harmless for their actions or inactions. Neither BCPC/DRC, the BCVB nor any member nor representative thereof shall be responsible for any architectural design, engineering, or other defects of any nature whatsoever in the plans or in the specifications or in any structure erected.

9. SEVERABILITY

In the event that any term, condition, covenant, agreement, requirement or provision herein contained shall be held by any Court or arbitration tribunal having jurisdiction to be unenforceable, illegal, void or contrary to public policy, such term, condition, covenant, agreement, requirement or provision shall be of no effect whatsoever upon the binding force or effectiveness of any of the others hereof.

CHAPTER III. STANDARDS AND DESIGN GUIDELINES

A. GENERAL STANDARDS

The design of each structure must bear a harmonious relationship to the land and its neighbors. This central standard is set forth in the CC&Rs of all Units within Bear Creek Planning Committee's (BCPC) jurisdiction: *"The Committee (Design Review Committee (DRC) acting on behalf of BCPC) may withhold its approval of plans and specifications submitted to it because of non-compliance with any of the provisions herein, ... or because of the reasonable dissatisfaction of the Committee with the location of the improvement on the building site or with the appearance of the proposed improvement, having in mind the character of the neighborhood in which it is proposed to be erected, the materials of which it is to be built, the harmony thereof with the surroundings and the effect of the building or other improvements, as planned on the outlook from the neighboring or adjacent property or properties."*

The CC&Rs also contain the following statement: "... it is in the best interests of the area that it be developed into an attractive ski area, alpine in character and appearance, with as little damage to the natural beauty of the land and trees as is possible."

These overarching standards form a framework for BCPC review of all projects. Following are examples of how this framework may apply to specific situations:

- The extent to which a proposal is harmonious with neighboring residences is a matter of great importance. Location on the lot, height, mass, and architectural style of proposed structures are all-important considerations in making judgments on the issue of harmony with neighboring residences. In general, structures that are large should not be located so that they overpower neighboring residences. If there are no location options the structures should be designed to minimize adverse effects on neighbors. Adverse effects can include not only aesthetic issues, but also such matters as the effects of snow accumulation and shedding from roof structures, and drainage that may impact neighboring properties.
- Designing residential structures to be located on steep slopes always presents a challenge. Generally, in order to be in harmony with the terrain, such structures should step down the slope and/or have the dominant axis perpendicular to the slope. Houses designed for flat lots are not appropriate in these situations since they would require very large unsightly substructures or massive grading, neither of which is acceptable. The Design Review Committee (DRC) will use its discretion in determining whether a proposal is appropriate for the particular lot.
- Lots in Alpine Meadows exhibit a wide variety of terrain and vegetation features. Granted that defensible space requirements will always have to be observed, there may be options for locating structures so that terrain and vegetation features are preserved. The DRC will generally opt for preserving special features if it is practical to do so.
- The DRC welcomes a variety of architectural styles; indeed the variety of styles in the valley is an important aspect of its charm. Nevertheless, Applicants must not expect approval of designs that clearly clash with surrounding properties. Harmony is the operative word to keep in mind.

While these overarching standards set the framework, it is recognized that the situation of each property is unique, and the DRC makes all of its decisions based on the overall scope of the project in relationship to its surroundings. A grant of approval for a particular design on a particular lot does not establish a precedent for that design or any of its features on any other lot or project. Each design is considered strictly on its own merits.

B. DESIGN GUIDELINES

In addition to the overarching standards noted above, there are also a number of more specific design guidelines to be observed.

The specific design guidelines set forth in Section B have been formulated over the years by BCPC. The evolution of specific design guidelines continues. All are intended to ensure that the general standards for harmony with land and neighbors are achieved. The reasons for change include a need to provide guidance for application of the overarching standards noted above, a determination that some guidelines are no longer appropriate, the evolution of materials and building technology, new over-riding state and local government regulations, and changing living styles.

The design guidelines in Section B apply to all subdivisions (Units) within BCPC's jurisdiction.

For property owners in AME Units 1 and 2, all of the following design guidelines apply unless there is a specific conflict with the requirements as set forth in the CC&Rs. For those units, the specific requirements set forth in the CC&Rs are noted below and shall be considered the applicable standard.

1. Chimney Materials

Metal chimneys shall be painted. Chimney chases and chase tops shall complement or be consistent with the overall project design. Locate chimneys and chimney chases to reduce the need for large snow diverters.

2. Colors

Any natural appearing color that harmonizes with the environment and fits the overall character of the design is generally acceptable. Colors generally not acceptable include all white, bright, or intense colors.

3. Construction Access, Materials, and Winterization

Neighboring lots cannot be used to gain access to a building site. All material storage must be shown on the construction plans and all materials stored only in the least possible space in order to preserve the natural vegetation. Storage containers are allowed during construction but must be removed within thirty (30) calendar days of receiving the project final.

Construction sites must be winterized to minimize run-off and erosion. Stockpiles adjacent to existing vegetation should have protective structures such as vegetation protection fencing and coir rolls to prevent damage to trees and shrubs. Stockpiles shall not be placed within the drip line of trees. Owner is responsible for removal of debris throughout construction.

4. Coverage

No more than thirty percent (30%) of the total lot area may be covered with structures and impervious materials. This includes, but is not limited to, the footprints of all structures, driveways, decks, porches, patios, and walkways. Roof overhangs are not considered coverage.

5. Decking and Railing Materials

Deck materials and design should complement the overall design of the house. Materials such as TREX are acceptable. Any material will be considered depending on the scope and nature of the project and its

relationship to the total project and surroundings. The use of concrete interlocking pavers, stone, and similar non-combustible materials is encouraged for at-grade or near-grade patios and terraces.

Dimensions and/or facings of deck posts and beams should be selected to relate proportionately to the rest of the structure. Bracing should be done with shear walls or reverse metal tie rods or cables in a natural finish or painted in a non-reflective muted tone.

6. Defensible Space

The BCPC recognizes the need to create defensible spaces around all structures within the Alpine Meadows community. The rationale for creating defensible space is that it allows firefighters the opportunity to save structures by stopping or slowing an advancing forest fire with less risk to the firefighters and their equipment. It also lessens the risk of a fire that starts in a home from spreading to the surrounding forest and other homes.

State Public Resource Code (PRC) 4291 is the primary authority for defensible space regulations affecting improved properties. The administration of this law is the responsibility of state, county, and fire district agencies. Applicants for Placer County building permits will find that they must conform to defensible space requirements.

Defensible space requirements, as summarized in the publication “Living With Fire” available at the North Tahoe Fire Protection District (NTFPD), focus on thinning of brush and trees surrounding structures. On request, the NTFPD will inspect the Applicant’s property and recommend trees and bushes for removal. Applicants should specifically request that trees recommended for removal be clearly marked. The NTFPD recommendations will be noted on a form entitled “Notice of Fire Hazard Inspection.”

Where the NTFPD has recommended removal of trees for defensible space purposes, DRC approval is not required. However, property owners or their agent must file a copy of the “Notice of Fire Hazard Inspection” report with the BCPC prior to commencing tree removal.

BCPC recognizes that rigid conformance to the standards of PRC 4291 can present some serious conflicts with the long held goal in the Valley to preserve as much of the tree cover as possible. NTFPD also recognizes this conflict and may suggest some compromises during their inspection. However, if problems remain after the NTFPD inspection, if requested the DRC will work with the owner and the NTFPD representative to see if fire protection goals can be met while preserving as much tree cover as possible.

7. Drainage

Site drainage and spring run-off should be carefully considered. Natural water courses should be preserved and existing vegetation should be left undisturbed. Run-off from roofs and other impervious surfaces should be infiltrated on site. Regrading or drainage arrangements resulting in discharge on neighboring lots is not permitted.

8. Driveways

Consult the Unit CC&Rs and parcel maps for specific requirements regarding driveway street access requirements. The average overall slope of any driveway should not exceed 10% as measured from the edge of pavement and driveways should be a minimum of ten (10) feet wide. Transitions at the garage doors and edge of pavement are important for steeper driveways.

9. Excavation and Fill

Cuts and fills are limited to four vertical feet where visible outside the structure. Retaining walls or engineered boulder rip-rap are required if the cut is sufficiently steep to create a slide or erosion hazard. Cuts and similar finish grading and recontouring should be spaced adequately to avoid unnatural transitions and grade breaks. Cuts and fills should be re-vegetated with native plants that are known to mitigate erosion. No grading or excavation is permitted beyond half of the side and rear setback. See Item 23 – Retaining Walls.

10. Exterior Siding and Trim

Principal exterior colors should be in harmony with the native surroundings. Natural tones are recommended. Surfaces should not glare, sparkle, or shine unduly. Wood siding including redwood, cedar or logs are acceptable. Real stone is also permitted but should not be the dominant material unless in a predominantly rock environment. Concrete board, panel or shingle, stucco, metal, and concrete masonry units can be used if thoughtfully integrated into the design. Imitation materials (cultured stone, etc.) are strongly discouraged.

11. Fencing

Fencing is discouraged but will be considered in cases of safety and should be in harmony with the rest of the structure and in the least visible location from any street, road or public right of way and least visible to other properties. Applicants from Units 1 and 2 should consult their Unit CC&Rs for specific fence height limitations.

12. Firewood Storage

Wood storage must be designed into the lot or building structure in a way that is compatible with the architectural design of the house or garage or deck and located in a manner that is the least obtrusive to adjacent neighbors. Local fire jurisdictions and defensible space regulations have specific requirements for firewood storage.

13. Garage and Garage Doors

Garages must be integrated and in harmony with the house and the surroundings. The massing of the garage should not dominate the home. Garage doors are often one of the larger elevation elements and well-detailed garage doors with careful attention to the selection of materials and finishes used are important. Glass within garage doors is discouraged for safety considerations and may not be permitted by County ordinances.

14. Garbage Storage

Refuse storage areas are to be integrated into the design of the house. Bear-proof garbage containers shall meet current county ordinances. Owners are encouraged to screen such containers appropriately and the location and detailing must be approved by the BCPC and be shown on the site plan.

15. Height – Maximum

The maximum height of a building shall be twenty-five (25) feet for sites with a cross slope of the building pad(s) of fifteen percent (15%) or less and thirty (30) feet for sites with a cross slope of the building pad(s) of more than fifteen percent (15%). The height shall be measured as the vertical distance from the highest ridge of the structure to the average of the highest and lowest points where the exterior walls

touch natural grade as measured on the side of the structure most nearly perpendicular to the contours. In the event two sides of the proposed structure are equally perpendicular to the contours, the elevation giving the most restrictive measurement shall be used. Alternatively the Applicant may demonstrate that no point of the building is more than twenty-five (25) feet directly above natural grade. Detached garages will be measured separately from the house.

16. Hot Tubs, Spas, and Screening

Hot tubs must be located and screened so as not to intrude upon any neighbor's privacy and solitude and must not be easily visible from any street, road or public right of way. Screen materials and colors should be harmonious with the overall design of the structure.

17. Lighting

A dark night sky allows a bounty of stars to remain visible, maintaining the remote quality often sought in mountain communities. Eliminating light pollution by thoughtfully minimizing the use of exterior lighting and selecting the appropriate type of light fixture is critical to maintaining this valuable resource.

Exterior light sources must not be visible and the direct light emitted must be contained on site. Shielding of luminaires is required such that the lamp (bulb, light source) is not visible and resulting light must be sufficiently diffused to drastically reduce glare. Luminaires must be fully shielded such that only the downward oriented cone of light is visible. The luminaire shield must be opaque; glass shields must have very high opacity. White and off-white glass shields will not be allowed. Glass shields with mica, amber or a similarly warm glass color are encouraged.

The design of the fixture should complement the architecture and surroundings. Any fixture emitting direct light above the horizontal plane will not be allowed. The need to light entries is recognized and can be accomplished by directing the light toward the house or by reducing the brightness of the light to a level adequate for safety but unobtrusive to neighbors.

The use of exterior lighting is limited to within the building envelope, in occupied areas of the residence including entries, terraces, decks, porches and walkways.

High intensity and high temperature lights are not allowed. LED lighting must be between 2,700-3,000 K (Kelvin) with a lumen output not exceeding 1,500. 4,500 lumens is the maximum allowed for the entire project or as approved by the DRC.

The use of lighting that comes on at dark and remains on all night (photocell controlled) including soffit lighting and other non-essential accent lighting is not allowed. Motion lights that stay on a brief period of time are acceptable. Holiday lights left on past the holiday season are also unacceptable.

18. Materials

Natural materials such as wood and stone are particularly appropriate to the Valley environment. The thoughtful and innovative use of fire-resistive materials is encouraged. BCPC has consistently disapproved inharmonious materials such as vinyl, plastic and other high-gloss materials and finishes.

19. Metal Components

The finish on all metal structural elements and other visible metal fabrications should complement the overall appearance and tone of the structure. Metal components including vents, stacks, flashing, handrails and cable reinforcing rods should be painted or allowed to weather naturally if that is the nature of the material.

20. Miscellaneous

Electrical, telephone and cable wiring should be enclosed within structural walls. Exterior panels, junction boxes, meters, alarms should be recessed or unobtrusively blend in with the structure. Electrical equipment such as air conditioners and generators require review and approval prior to installation and should be housed to avoid disturbance to neighboring properties from either sight or sound.

21. Parking

Paved off street parking must be shown and considered in the site plan. Enough parking for two cars is generally considered adequate. There must be twenty (20) feet minimum between the garage doors and the edge of traveled way. For property owners in Units 1 and 2, refer to the CC&Rs for specific requirements for parking.

22. Propane Tanks

The tank location requires approval of the Fire Marshal and any other state regulations governing the propane company. Propane and other fuel tanks must be painted or screened to diminish visual impacts. The location must be indicated on the proposed site plan.

23. Retaining Walls

Retaining walls and other similar retaining structures include concrete, concrete masonry, or stone-faced vertical walls and boulder rip-rap, interlocking engineered systems, or similar sloped structures exceeding 2:1 in slope (horizontal to vertical). Concrete and concrete masonry unit retaining walls exposed to view shall be board formed, textured, or finished in a manner that complements the aesthetic of the overall project design. Retaining walls in side or rear setbacks require a variance. See also Item 9 – Excavation and Fill.

24. Revegetation

The principle behind the revegetation guidelines comes from the desire to maintain the natural beauty of the existing native landscape as much as possible. Replacing all trees removed because of construction or damage during construction is not required, however, selective replacement is encouraged to enhance existing natural features and to improve privacy for the new structure and for neighbors. In all cases, defensible space guidelines must be observed.

BCPC recognizes residents have gardening and landscaping desires beyond those of integrating the structure to the existing landscape. In general, enhanced planting areas should be located close to the house and screened from neighbors and street. The land within the setbacks should be a native plant zone and should be used to blend/transition this enhanced area to the neighboring parcels. Land that is between any enhanced planting area and the native zone should strive to blend the native plants with the other plants. Less natural landscape elements such as mowed lawns are discouraged.

The availability of appropriate native plants varies and substitutions of similar, non-native species may be permitted. Plants should be chosen to match the site conditions: planting of trees should not intrude into neighbors view corridors. (See Tree Removal below). Water requirements (wet/dry), sun/tolerance, and defensible space requirements should be carefully considered. Refer to Appendix F.

25. Roof Slope and Materials

All roof designs and materials will be considered, including “living roofs,” if a strong case for architectural harmony with the rest of the structure and the surroundings, safety, and minimal impact on neighboring homes can be made. The design of any roof element needs to consider the potential for snow discharge and drift impacts on and off site. Safety issues need to be considered. All roof materials must be a Class A fire rating and have at least a twenty (20) year warranty for finish and performance.

26. Satellite Dishes and Internet Antennae

State and federal law permits property owners to have satellite dishes. The BCPC encourages property owners to place this equipment where it is integrated with the architecture of the structure and where the visibility from any street, road or public right of way and other properties is minimized. The BCPC discourages installations along building roof, railing, or ridgelines where they are particularly susceptible to adverse weather conditions. The BCPC encourages paint or non-glare finishes to any antenna and mounting hardware in a color that harmonizes with the structure.

27. Setbacks

Minimum setbacks from the property lines for the three Associations are specified in the CC&Rs for each Unit. These setbacks may be more restrictive than those of Placer County. A summary of setback requirements can be found in Appendix A.

28. Signs

Business signs are not allowed except for one “sale” or “rent” sign per lot, or one contractor’s sign during construction. Maximum size is two square feet.

29. Size or Mass of Building

The mass and size of the building should be compatible and in scale with the site and its surrounding natural environment and neighbors. Habitable square footage is not to be less than 1,200 square feet and only one single-family residence per lot is allowed. For Units 1 and 2 the minimum square footage is 650 square feet, with porches, decks and garages excluded from the calculation.

30. Skylights

Flat panel skylights on six (6) inch maximum curbs will be considered. Skylights should be located to minimize the glare on neighbors and be in harmony with the overall project design and color palette.

31. Solar Panels

Solar panels should not reflect glare to neighbors. The color, materials, location, and detailing should be carefully integrated into the structure.

32. Snow Storage

Location must be shown on the construction plans. **This area must remain available for snow storage and any revegetation, landscaping, or other improvements must be able to withstand the seasonal placement of snow.** Consultation with local snow removal personnel may be helpful in determining the required size and location.

33. Temporary Structures

Temporary structures are not permitted. Failure to remove any such structure may result in mitigation fees or other sanctions by BCPC. (See Item #3 for temporary storage containers during construction.)

34. Tree Removal

In general, living trees that are six (6) inches or more in diameter four (4) feet from the ground require the approval of the DRC before they can be removed. Dead trees may be removed without DRC approval.

Applicants must present justifications for tree removal. Justifications may include: the tree(s) are in the footprint of an approved building site; the tree(s) are a hazard to nearby structures; the tree(s) are dying. In the case of trees constituting a hazard or that are dying, a letter from a licensed arborist or forester affirming the appropriate reasons for removal must be submitted at the time of application for approval. (See Section 6 for Defensible Space requirements.)

The major exception to these rules applies to live trees to be removed for defensible space purposes. In these cases, no DRC approval is required, however the North Tahoe Fire Protection District report "Notice of Fire Hazard" specifying trees to be removed must be filed with the BCPC before trees are removed.

35. Variances (See Also Chapter II, Section 6)

Justifications for a variance may include the need for all-weather off-street parking, the physical characteristics of the particular lot, or other grounds deemed acceptable and compelling by the BCPC. A variance to allow intrusion of a garage into a front setback may be allowed provided that two spaces for off-street parking are still provided. In no circumstance may that portion of a garage in a front setback include conditioned living space. No living space in any setback is allowed with the possible exception of an enclosed entry of the minimum dimension in the front setback. The enclosed entry way shall not be used to calculate building height for a combined structure. No minimum will be defined. Variances for height or intrusions of homes or garages into side or rear setbacks are generally not allowed unless an extreme hardship or undue difficulties in the use and enjoyment of one's property can be demonstrated. The impact of a height or side setback variance on neighboring properties will be an important consideration.

In all cases, BCPC will apply a standard of reasonableness, taking into consideration all relevant factors. A variance granted by the BCPC to one lot shall not be considered a precedent for other lots or requests nor does it exempt the Applicant from satisfying other agency requirements.

36. Windows and Glazing

Any window material will be considered but must be compatible with the project design. Aluminum windows, cladding, and screens must be anodized or finished in permanent factory applied colors.

If you cannot locate a standard for what you are looking for, please contact the BCPC or review the item during the Conceptual Review process.

C. MAINTENANCE AND REPAIRS

The standard for maintenance and repair not requiring BCPC approval is that it must be a like-for-like repair utilizing the SAME EXACT materials, colors and type as is being maintained or repaired. Changes required by code are not exempt from BCPC's review and approval.

**CHAPTER IV. PRE- AND POST-PLAN APPROVAL PROCEDURES,
STANDARDS, AND DESIGN GUIDELINES FOR PROPERTIES IN
ALPINE MEADOWS ESTATES (AME) UNITS 1 AND 2**

A. PRE-APPROVAL PROCEDURES

In accord with the provisions of the CC&Rs for Units 1 and 2 there are two steps involved in obtaining approval from the Bear Creek Planning Committee (BCPC). The first step is for the owner or authorized agent (the Applicant) to submit a signed written application along with a \$40 Inspection Fee to the Recording Secretary of BCPC. The application should contain the information specified in Checklist Forms in Appendices E1, E2 and E3 of this Architectural Review Manual (ARM). The Checklists describe in more detail the information called for in Section 7 of the CC&Rs.

The second step is review and approval or disapproval of the plans and specifications as well as any request for variance by the Design Review Committee (DRC) acting on behalf of BCPC. The DRC will act within twenty (20) calendar days on both the plans and specifications and any variance requests.

If the twenty (20) day limit falls within a time period that includes a regular scheduled DRC meeting, the application will be acted on at that meeting. If the twenty (20) day period does not include a regular meeting, and the Applicant does not agree to an extension until the next regularly scheduled meeting date, the DRC will authorize a Subcommittee to review the application and take the necessary actions within the time limit.

While there is no requirement in the CC&Rs of Units 1 and 2 for neighbor notification, Applicants are urged to inform neighbors within 500 feet of the project of the development plans and to invite comments. Because the CC&Rs require the DRC to consider the harmony of the proposed project with the surrounding neighborhood, the DRC may, in any case, seek neighbor comments.

If the application is not approved the Applicant can appeal the decision to the Bear Creek Valley Board (BCVB). See Appendix H for a description of the appeal process.

B. POST-APPROVAL AND GENERAL ADMINISTRATION PROCEDURES

If the application is approved, the Applicant becomes subject to the post-Approval and General Administration procedures, specified in Sections D and E (with the exception of E.3.a(2)) of Chapter II of this ARM. Applicants from Units 1 and 2 must complete their projects within one (1) year of the start of construction unless an extension is granted pursuant to Section D, Paragraph 4 of Chapter II. Applicants from Units 1 and 2 are not required to post a performance deposit under Section D of Chapter II.

C. ALTERNATIVE PLAN SUBMISSION OPTION

Applicants in Units 1 and 2 may elect to have their applications processed under the provisions of Sections A-C of Chapter II of this ARM. Applicants electing this option must sign Appendix G-1, "Acknowledgment and Optional Election by Owners of Properties in Alpine Meadows Estates Units 1 and 2."

The potential advantages to choosing this phased-approach process are significant savings of time and money because of the following factors:

- Early identification of potential issues utilizing a Conceptual Review
- Reduced architectural changes and design time by receiving early feedback from BCPC's Design Advisor (DA)

- Easy to follow pre and post approval procedures
- Helpful counsel from experienced BCPC members and a Plan Coordinator assigned to your project, no matter how large or small

D. STANDARDS AND DESIGN GUIDELINES

Applicants from Units 1 and 2 must observe the development standards and design guidelines specified in Chapter III of this ARM unless specifically exempted. Exemptions and alternate standards are noted in the relevant definition of standards in Section B of Chapter III.

E. VIOLATIONS, SANCTIONS, AND RELATED PROCEDURES

In addition to the sanctions listed in Chapter II, Section E, Paragraph 3(1), BCPC will pursue all legal remedies in accordance with the Unit 1 and 2 CC&Rs to ensure that the structure constructed conforms to the plans approved by DRC.

APPENDIX A REVIEW VARIABLES

| Unit | Lots Included | Procedures | Standards | Setbacks: Front Street | | Side | ***Rear |
|----------|--------------------------|------------|------------|------------------------|-----|---------------|--------------------------|
| 1 | All | **ARM/CC&R | **ARM/CC&R | 30' (1-10) | 20' | 10' | 10's, 20'd |
| | | | | 20' (11-31) | 20' | 10' | 10's, 20'd |
| 2 | Lots 45 – 53 and 55 - 58 | **ARM/CC&R | **ARM/CC&R | 30'(45-58) | 20' | 10' | 10's, 20'd |
| | | | | 20'(59-63) | 20' | 10' | 10's, 20'd |
| 3 | 85-89 | ARM | ARM | 20' (85-89) | 20' | 10' | 10's, 20'd |
| | 111, 112, 115 | | | 5' (111, 112, 115) | 20' | 10' | 10's, 20'd |
| 4 | All | ARM | ARM | 20' | 20' | 10' | 10's, 20'd |
| | | | | | | | 10's, 20'd |
| A-H | All | ARM | ARM | 20' | 20' | 15' | 10's, 20'd |
| 5 | None | | | | | | |
| 6 | All | ARM | ARM | 20' | 20' | 10' | 10's, 20'd |
| | | | | | | 15' (215-217) | 20' (200, 201, 205, 206) |
| 7 | All | ARM | ARM | 20' | 20' | 10' | 10's, 20'd |
| 8 | All | ARM | ARM | 25' | 25' | 10' | 10's, 20'd |
| 9 | All | ARM | ARM | 25' | 25' | 10' | 10's, 20'd |
| 10 | All | ARM | ARM | 25' | 25' | 10' | 10's, 20'd |
| 11 (JMA) | All | ARM | ARM | 25' | 25' | 10' | 10's, 20'd |
| BCA | All | ARM | ARM | 30' | 30' | 10' | 10's, 20'd |

FOOTNOTES:

s – Single Story

d – Double Story

** - For AME Units 1 and 2, Applicant must comply with the ARM as modified by that Unit's CC&Rs

*** - County imposed rear setbacks

APPENDIX B

Fee Schedule Effective August 20, 2011

Sections 1, 2 and 3 apply to all Units *other than* AMEA Units 1 and 2. Section 4 applies to all Units.

Section 5 applies only to AMEA Units 1 and 2.

No Fees or Deposits are required for permission to remove trees to meet defensible space requirements as directed in writing by the North Tahoe Fire District or a licensed arborist, or for Like-for-Like maintenance of existing structures.

1. CONCEPTUAL REVIEW FEE.....\$100
 Conceptual Fee is applicable to Plan Fee if application is made within six (6) months of Conceptual Review.

2. PLAN FEE

Payable at the time Preliminary Plans are submitted for review.

Small Projects.....\$150

Small Projects are re-roofing, new windows or doors, exterior painting and re-siding involving a change of color or material, landscaping, tree removal (other than for defensible space as noted above), and other projects that may change the exterior appearance of the property.

Minor Projects.....\$500

Minor Projects are projects that may change lot coverage or require Neighborhood Notification ³ such as Decks & Patios, Walkways, Driveways, Hot Tubs and Screening.

Major Projects¹

Major Projects are new residences and attached or detached structural additions that add mass or volume.

New construction up to 2,000 s.f. conditioned living area..... **\$3,500**
 New construction up to 4,000 s.f. conditioned living area **\$5,000**
 New construction greater than 4,000 s.f. conditioned living area..... **\$7,500**

Alterations and Reconstruction^{1, 2}

Less than 1,000 s.f. total of additional conditioned + unconditioned building area.... **\$1,500**
 Greater than 1,000 s.f. total of additional conditioned + unconditioned building area. **\$3,000**

3. PERFORMANCE DEPOSIT

Payable at the time Construction Plans are stamped. Refundable within sixty (60) days of Final Approval less assessment of any penalties or fees as determined by the DRC.

Small Projects..... \$350

Minor Projects.....\$500

Major Projects¹

New construction up to 2,000 s.f. conditioned living area..... **\$4,500**
 New construction up to 4,000 s.f. conditioned living area..... **\$7,250**
 New construction greater than 4,000 s.f. conditioned living area..... **\$8,500**

Alterations and Reconstruction^{1, 2}

Less than 1,000 s.f. total of additional conditioned + unconditioned building area **\$2,000**
 Greater than 1,000 s.f. total of additional conditioned + unconditioned building area **\$3,000**

4. OTHER FEES

Design Variance (each request) **\$500**
 Major Change Request (increases volume or mass of project) **\$150**
 Minor Change Request **\$100**
 Extension of Time Allowed for Project Completion **\$250**
 Transfer of Project to New Owners **\$250**
 Appeal to BCVB **\$350**
 Archive Retrieval **\$25**
 Plan Copying (*Permission for reproduction must be granted by Legal Holder of Plan Rights*) **\$50 + \$5 per sheet**

5. AMEA UNITS 1 and 2 ONE-TIME PLAN REVIEW FEE.....\$40

NOTES

¹Square footage for purposes of fee calculations includes the square footage of all conditioned living area, non-conditioned living area, and garages, as measured to the outside face of frame walls greater than five (5) feet in height, as specified for the proposed project. For the purposes of area calculations, stairs shall be counted once in two-story structures and twice in three-story structures. Non-conditioned living area includes entry vestibules and similar finished but unheated spaces.

²“Alterations & Reconstruction” also includes the construction of a new garage (attached or detached) on a property with an existing Residence.

³Neighborhood Notification is at the discretion of the Committee

APPENDIX C

QUICK REFERENCE OUTLINE

| Section (Page) | Occurs | Required to move on | With |
|-------------------|--------------------------|--|---|
| C.2 (p. 6) | Optional | Payment of Conceptual Review Fee | Design Review Committee (DRC) |
| C.4 (p. 7) | Major and Minor Projects | Payment of Plan Fee Preliminary Submittal Checklist Project Information Sheet Signed Acknowledgement 2 sets of plans | Design Advisor |
| C.5 (p. 8) | Major and Minor Projects | Stakeout of project 8 days before Review meeting | N/A |
| C.6 (p. 8) | All Projects* | Preliminary Plan Approval | DRC (Minor/Major)/ Subcommittee (Small) |
| C.7 (p. 9) | All Projects* | Construction Plans Constr. Submittal Checklist Construction Plan Approval | DRC (Minor/Major)/ Subcommittee (Minor) |
| D.1 (p. 10) | Major and Minor | Performance Deposit 3 sets of plans for stamping | DRC/Subcommittee |
| D.2 (p. 10) | All Projects | Approved Changed Requests and Fees Batterboard inspection (major) Approved Final Veg. Plan | DRC Design Advisor DRC |
| D (pp. 10-12) | All Projects | As built plans (where changes were made). All fees/fines paid Perf Deposit returned | DRC |

* At DRC's discretion, small and minor projects deemed to have only modest impact on the neighborhood and negligible unresolved issues in the plans may be granted preliminary and construction approval in a single hearing so long as the requirements for both have been fulfilled.

APPENDIX D

MEETING AND CONTACT INFORMATION

CONTACT INFORMATION

Bear Creek Planning Committee
P.O. Box 6136
Tahoe City, CA 96145

Phone: 530-581-5692

Fax: 530-581-5695

RECORDING SECRETARY

Judy Friedman
The Paper Trail
Phone: 530-581-5692
Email: judy@tahoepapertrail.com

MEETING LOCATION

Design Review Committee (DRC) generally meets at the Alpine Springs County Water District building at 270 Alpine Meadows Road.

DRC meetings are scheduled for the 3rd Saturday of the month from March through November. During the period December through February, meetings may be called at the discretion of the DRC. Meetings with the DA may be arranged at any time.

DRC meeting starting times may vary depending on agenda length and time of year. Please contact the Recording Secretary for details

Items to be placed on the DRC agenda, other than requests for Preliminary Plan Approval, must be submitted in writing to the Recording Secretary no later than ten (10) calendar days in advance of the meeting to ensure appropriate consideration. Requests for a Preliminary Plan Approval hearing must be submitted no later than thirty (30) calendar days prior to the meeting.

Each agenda item will be given a time slot. To the extent practical any timed agenda item will not be heard prior to that time, but may be heard later due to prior agenda item discussion. Discussion time on complex projects and other circumstances may cause rescheduling and shifting of agenda items.

For a current list of Committee members, please contact The Paper Trail.

APPENDIX E-1
PROJECT INFORMATION SHEET

Owner(s) _____

Lot No. _____ Unit _____ Alpine Meadows Street Address _____

Date Plans Submitted _____ BCPC Plan Coordinator _____ Date _____

Owner's Mailing Address _____

Phone _____

Email _____

Designer of Record

Address _____

Phone _____

Email _____

Surveyor _____ Date of survey _____

Address _____

Phone _____

Email _____

Project Description (Attach separate sheet, if necessary)

Variance Request(s) (Type and Reason) _____

Plan Fee Calculation:

Performance Deposit Calculation:

Submitted By: _____ Phone _____

APPENDIX E-2 PRELIMINARY SUBMITTAL CHECKLIST

Owner(s): _____ Lot No. _____ Unit _____ Street Address _____

Date Plans Submitted _____ BCPC Plan Coordinator _____ Date _____

Check off items on plans or mark N/A = not applicable.

| <u>SITE PLAN</u> @ 1/8" or 1/10" = 1'-0 | <u>Owner</u> | <u>BCPC</u> | <u>EXTERIOR ELEVATIONS</u> @ 1/4" = 1'-0 | <u>Owner</u> | <u>BCPC</u> |
|---|--------------|-------------|--|--------------|-------------|
| Entire site shown | _____ | _____ | | | |
| North arrow | _____ | _____ | Minimum of 4 full elevations | _____ | _____ |
| Property lines | _____ | _____ | Existing and finished grades | | |
| Setbacks | _____ | _____ | on each elevation | _____ | _____ |
| Easements | _____ | _____ | Fenestration/glazing composition | | |
| Proposed utility trench locations | _____ | _____ | on each elevation | _____ | _____ |
| Datum (reference) elevation | _____ | _____ | Skylights/solar panels | _____ | _____ |
| Existing contours dashed | _____ | _____ | Indication of all exterior materials | _____ | _____ |
| Re-graded contours solid | _____ | _____ | Maximum allowable height of building | _____ | _____ |
| Building footprint of all structures w/ roof overhangs and slope direction | _____ | _____ | Highest ridge height relative to existing grade | _____ | _____ |
| Patios, porches, decks, & terraces | _____ | _____ | Roof slope and material | _____ | _____ |
| Site sections at proposed grade changes | _____ | _____ | Firewood storage area | _____ | _____ |
| Any retaining structures (location & height) | _____ | _____ | Chimney chase/location | _____ | _____ |
| Neighboring Structures within 30 ft. of property line | _____ | _____ | <u>BUILDING SECTION</u> w/ location shown on floor plans @ 1/4" = 1'-0 | | |
| Edge of road pavement | _____ | _____ | | | |
| Flood plain | _____ | _____ | <u>COPY OF STAMPED/SIGNED TOPOGRAPHIC SURVEY</u> | | |
| Existing drainage courses | _____ | _____ | By a California licensed surveyor of | | |
| Existing trees and vegetation greater than six (6)"inches in diameter | _____ | _____ | subject property showing contours, | | |
| Trees to be removed | _____ | _____ | property corners, trees, existing | | |
| Rock outcroppings, boulders, site features | _____ | _____ | development, etc. _____ | | |
| Driveway location and slope w/ spot elevations | _____ | _____ | <u>STUDY MODEL OR 3D COMPUTER IMAGERY</u> (Optional) | | |
| Snow storage area(s) | _____ | _____ | | | |
| Total lot size (sq ft) | _____ | _____ | <u>PHOTOGRAPHS</u> of Existing Development (remodels and additions only) | | |
| Existing & proposed impervious coverage | _____ | _____ | | | |
| Any requested variances | _____ | _____ | <u>STAKEOUT</u> - must be COMPLETE 8 CALENDAR DAYS BEFORE PRELIMINARY APPROVAL MEETING | | |
| <u>FLOOR PLANS</u> @ 1/4" = 1'-0 | | | Property lines | _____ | _____ |
| Floor plan for each level | _____ | _____ | Structures patios, porches, decks, terraces | _____ | _____ |
| Patios, porches, decks, & terraces | _____ | _____ | Setbacks | _____ | _____ |
| Doors and windows shown | _____ | _____ | Storypole | | |
| Room name/function noted | _____ | _____ | w/maximum ridge height& | _____ | _____ |
| Hot tub location | _____ | _____ | principal finish floor elevations | _____ | _____ |
| Firewood storage area | _____ | _____ | Trees to be removed | _____ | _____ |
| Finished floor elevations relative to site plan | _____ | _____ | | | |
| Fireplace location | _____ | _____ | | | |
| Floor area for each level | _____ | _____ | | | |

APPENDIX E-3

CONSTRUCTION SUBMITTAL CHECKLIST

Owner(s): _____ Lot No. _____ Unit _____ Street Address _____

Date Plans Submitted _____ BCPC Plan Coordinator _____ Date _____

Note: All items on Appendix B-1 "Preliminary Submittal Checklist" must be shown in addition to the items below.

Check off items on plans or mark N/A = not applicable.

SITE PLAN @ 1/8" or 1/10" = 1'-0

| | <u>Owner</u> | <u>BCPC</u> |
|---|--------------|-------------|
| Utility trench locations (water/sewer/electric/TV) | _____ | _____ |
| Structure location dimensioned (2 corners min.) | _____ | _____ |
| Fuel tank location | _____ | _____ |
| Drainage details | _____ | _____ |
| Material storage | _____ | _____ |
| Construction access | _____ | _____ |
| Vegetation protection fencing location/details | _____ | _____ |
| Filter fencing, infiltration, and other temporary and permanent BMPs location/details | _____ | _____ |
| Update existing & proposed coverage, if required | _____ | _____ |
| Update any variance requests, if required | _____ | _____ |
| Chemical toilet location | _____ | _____ |
| Snow storage | _____ | _____ |
| Refuse enclosure | _____ | _____ |

FLOOR PLANS @ 1/4" = 1'-0

| | | |
|---|-------|-------|
| Exterior lighting details and locations | _____ | _____ |
| Meter location (recessed) | _____ | _____ |

EXTERIOR ELEVATIONS @ 1/4" = 1'-0

| | | |
|--|-------|-------|
| Window and door details | _____ | _____ |
| Trim details | _____ | _____ |
| Deck and railing details | _____ | _____ |
| Hot tub screening details | _____ | _____ |
| Exterior lighting locations | _____ | _____ |
| Mechanical vent terminations | _____ | _____ |
| Finish floor elevations relative to existing/finished grade | _____ | _____ |
| Update exterior materials; all must be shown | _____ | _____ |

BUILDING SECTION(S) minimum 1/4" = 1'-0

| | <u>Owner</u> | <u>BCPC</u> |
|--|--------------|-------------|
| Location of section(s) keyed on floor plan | _____ | _____ |
| Existing and finish grades | _____ | _____ |
| Finish floor elevations relative to existing/finished grade | _____ | _____ |
| Maximum cut at deepest point shown | _____ | _____ |
| Foundation system drawn | _____ | _____ |
| Structural thickness drawn – all roofs, walls, & floors | _____ | _____ |

PRELIMINARY REVEGETATION PLAN

| | | |
|---|-------|-------|
| General Location, size, type of all existing & proposed planting | _____ | _____ |
| Maintenance and protection instructions during construction | _____ | _____ |
| Conformance with defensible space requirements | _____ | _____ |

FINAL REVEGETATION PLAN

(due prior to Final Inspection)

| | | |
|---|-------|-------|
| Proposed landscaping, re-vegetation, and site restoration plan and details | _____ | _____ |
| Irrigation details and specifications (see Chapter III, B, 23). | _____ | _____ |

MATERIAL SAMPLE BOARD

| | | |
|---|-------|-------|
| All exterior materials, finishes, and colors indicated | _____ | _____ |
| Exterior light fixture cut sheets | _____ | _____ |

APPENDIX F

Re-Vegetation List

Native Plant List

The following native plants and are acceptable for use in all planting areas

| <u>BOTANICAL NAME</u> | <u>COMMON NAME</u> | <u>Site</u> | <u>Water Req.</u> |
|--|-----------------------|--------------|-------------------|
| Evergreen Trees | | | |
| <i>Abies concolor</i> | White Fir | sun/shade | med/dry |
| <i>Abies magnifica</i> | Red Fir | sun/shade | med/dry |
| <i>Calcedrus decurrens</i> | Incense Cedar | sun/p shade | med/dry |
| <i>Juniperus occidentalis v. australis</i> | Juniper | sun/p shade | med/dry |
| <i>Pinus aristata</i> | Bristlecone Pine | sun/ p shade | med/dry |
| <i>Pinus contorta</i> | Lodgepole Pine | sun/p shade | moist/dry |
| <i>Pinus jeffreyi</i> | Jeffrey Pine | sun/p shade | med/dry |
| <i>Pinus lambertiana</i> | Sugar Pine * | sun/p shade | med/dry |
| <i>Pinus monticola</i> | Western White Pine * | sun/p shade | med/dry |
| <i>Pinus ponderosa</i> | Ponderosa Pine | sun/p shade | med/dry |
| <i>Tsuga mertensiana</i> | Mountain Hemlock | sun/p shade | med/dry |
| Deciduous Trees | | | |
| <i>Acer glabrum v. torreyi</i> | Mountain Maple | p shade | moist/med |
| <i>Populus balsamifera v. trichocarpa</i> | Black Cottonwood | sun/p shade | moist/med |
| <i>Populus tremuloides</i> | Quaking Aspen | sun/p shade | moist/med |
| Shrubs | | | |
| <i>Alnus incana v. tenifolium</i> | Creek Alder | sun/p sun | moist/med |
| <i>Amelanchier alnifolia v. pumila</i> | Service Berry | sun/shade | moist/dry |
| <i>Arctostaphylos patula</i> | Greenleaf Manzanita * | sun/p sun | med/dry |
| <i>Ceanothus integerrimus</i> | Deer Bush * | sun/p sun | med/dry |
| <i>Ceanothus velutinus</i> | Tobacco Bush * | sun/p sun | med/dry |
| <i>Chrysothamnus nauseosus</i> | Rabbit Brush | sun/p sun | med/dry |
| <i>Cornus serecia</i> | Creek Dogwood | sun/ p shade | moist/med |
| <i>Holodiscus discolor</i> | Oceanspray | sun/p shade | med/dry |
| <i>Holodiscus microphyllus</i> | Cream Brush | sun/p shade | med/dry |
| <i>Lonicera conjugalis</i> | Nen | sun/p shade | med/dry |
| <i>Prunus emarginata</i> | Bitter Cherry | sun/p shade | med/dry |
| <i>Purshia tridentata</i> | Antelope Brush | sun/p shade | med/dry |
| <i>Quercus vaccinifolia</i> | Huckleberry Oak * | sun/p shade | med/dry |
| <i>Ribes alpinum</i> | Golden Current | sun/shade | moist/med |
| <i>Ribes cereum</i> | Wax Berry | sun/shade | moist/med |
| <i>Ribes nevadense</i> | Sierra Currant | sun/shade | moist/med |
| <i>Ribes roezlii</i> | Sierra Gooseberry | sun/shade | moist/dry |

| | | | |
|--|--------------------|--------------|-----------|
| <i>Ribes viscosissimum</i> | Sticky Currant | sun/shade | moist/dry |
| <i>Rosa woodsii</i> v. <i>ultramontana</i> | Mountain Rose | sun/p sun | moist/dry |
| <i>Rubus parviflora</i> | Thimbleberry | sun/shade | moist/med |
| <i>Salix exigua</i> | Narrow Leaf Willow | sun/ p shade | moist/med |
| <i>Salix lemmonii</i> | Lemmon's Willow | sun/ p shade | moist/med |
| <i>Salix ligulifolia</i> | Strap Leaf Willow | sun/ p shade | moist/med |
| <i>Sambucus mexicana</i> | Blue Elderberry | sun/ p shade | moist/med |
| <i>Sambucus racemosa</i> v. <i>microdotrys</i> | Elderberry | sun/ p shade | moist/med |
| <i>Salix lucida</i> v. <i>lasiandra</i> | Shinning willow | sun/ p shade | moist/med |
| <i>Sorbus californica</i> | Mountain Ash | sun/ p shade | moist/med |
| <i>Spiraea densiflora</i> | Spiraea | sun/p shade | med/dry |
| <i>Spiraea douglasii</i> | Spiraea | sun/p shade | med/dry |

Perennials

| | | | |
|--|----------------------|--------------|------------|
| <i>Aconitum columbianum</i> | Monkshood | shade/p sun | med |
| <i>Aqualegia formosa</i> | Columbine | sun/shade | med |
| <i>Athyrium filix-femina</i> | Lady Fern | shade/p sun | semi-moist |
| <i>Delphinium glaucum</i> | Larkspur | sun/p shade | semi-moist |
| <i>Erigoonum umbellatum</i> v. <i>polyanthemum</i> | Sulphur Plant | sun | dry |
| <i>Fragaria virginiana</i> | Mountain Strawberry | shade/p sun | moist |
| <i>Lilium parvum</i> | Sierra Lilly | shade/p sun | moist |
| <i>Lupinus polyphyllus</i> v. <i>superbus</i> | Lupine | sun/ p sun | med |
| <i>Mimulus guttatus</i> | Yellow Monkey Flower | shade/ p sun | moist |
| <i>Penstemon spectabilis</i> | Showy Penstemon | sun | dry/moist |
| <i>Potentilla glandulosa</i> | Sticky Cinquefoil | sun/p shade | med |
| <i>Prunella vulgaris</i> v. <i>lanceolata</i> | Self-heal | sun/p shade | med |
| <i>Pteridium aquilinum</i> v. <i>pubescens</i> | Bracken Fern | sun/ p shade | moist/med |
| <i>Solidago elongata</i> | Goldenrod | sun/ p sun | med |
| <i>Wyethia mollis</i> | Mule Ears | sun/p shade | dry/moist |

Ground Covers

| | | | |
|----------------------------------|--------------------|-------------|-----|
| <i>Arctostaphylos nevadensis</i> | Pine Mat Manzanita | sun | dry |
| <i>Ceanothus prostratus</i> | Squaw Carpet * | sun | dry |
| <i>Symphoricarpos mollis</i> | Creeping Snowberry | shade/p sun | med |

Annuals

| | | | |
|---|---------------|-----------|-----|
| <i>Ipomopsis aggregata</i> v. <i>formosissima</i> | Scarlet Gilia | sun/p sun | med |
| <i>Linum lewisii</i> | Flax | sun/p sun | med |

*indicates not readily available

Non-Native Plant List

The following are similar or related to natives and are acceptable for use in enhanced planting areas

| <u>BOTANICAL NAME</u> | <u>COMMON NAME</u> | <u>Site</u> | <u>Water Req.</u> |
|--|------------------------------|-------------|-------------------|
| Evergreen Trees | | | |
| <i>Picea pungens</i> | Colorado Green Spruce | sun/ p sun | med |
| <i>Sequoiadendron giganteum</i> | Giant Sequoia | sun/ p sun | moist/ med |
| Deciduous Trees | | | |
| <i>Acer circinatum</i> | Vine Maple | sun-shade | moist/ med |
| <i>Betula nigra</i> | River Clump Birch | sun/ p sun | moist/ dry |
| <i>Populus tremula Erecta</i> | Swedish Aspen | sun/ p sun | moist/ dry |
| <i>Prunus virginiana</i> | Chokecherry | sun/ p sun | moist/ dry |
| <i>Sorbus aucuparia</i> | European Mtn. Ash | sun/ p sun | moist/ dry |
| Shrubs | | | |
| <i>Acer ginnala</i> | Amur Maple | sun/ p sun | moist/med |
| <i>Acer ginnala Flame</i> | Flame Maple | sun/ p sun | moist/med |
| <i>Amelanchier canadensis</i> | Downy Serviceberry | sun/ p sun | med/ dry |
| <i>Aronia arbutifolia 'Brilliant'</i> | Red Chokeberry | sun/ p sun | med/ dry |
| <i>Aronia melanocarpa</i> | Black Chokeberry | sun/ p sun | med/ dry |
| <i>Cornus alba elegantissima</i> | Variegated Dogwood | sun/ shade | moist/ med |
| <i>Physocarpus opulifolius</i> | Common Ninebark | sun/ shade | moist/ med |
| <i>Physocarpus opulifolius</i> | Dwarf Ninebark | sun/ shade | moist/ med |
| <i>Pinus mugo</i> | Mugo Pine | sun/ p sun | med/ dry |
| <i>Potentilla fruticosa</i> | Shrubby Cinquefoil | sun/ p sun | med/ dry |
| <i>Prunus besseyi</i> | Western Sandcherry | sun/ p sun | med/ dry |
| <i>Prunus virginiana demissa</i> | Western Chokecherry | sun/ p sun | med/ dry |
| <i>Rosa rugosa</i> | Tomato Rose | sun/ p sun | moist/ dry |
| <i>Salix purpurea nana</i> | Dwarf Purple Willow | sun/ p sun | moist/ dry |
| <i>Spiraea bumalda 'Anthony Waterer'</i> | Anthony Waterer Spiraea | sun/ p sun | moist/ dry |
| <i>Spiraea bumalda 'Goldflame'</i> | Goldflame Spiraea | sun/ p sun | moist/ dry |
| <i>Symphoricarpos albus</i> | Common Snowberry | sun/ shade | moist/ dry |
| <i>Viburnum trilobum</i> | Cranberry Bush | sun/ shade | moist/ dry |
| Perennials | | | |
| <i>Achillea millefolium</i> | Common Yarrow | sun/ p sun | med/ dry |
| <i>Anemone japonica</i> | Japenese Anemone | p shade | moist/ med |
| <i>Aster alpinus</i> | Alpine Aster | sun/ p sun | med/ dry |
| <i>Aster dumosis</i> | Fall Aster | sun/ p sun | med/ dry |
| <i>Dicentra eximia</i> | Fringed Bleeding Heart, pink | p shade | moist/ med |
| <i>Dicentra formosa</i> | Western Bleeding Heart | p shade | moist/ med |
| <i>Doronicum cordatum</i> | Leopard's Bane | p shade | moist/ med |
| <i>Geranium sanguineum</i> | Sanguineum Geranium | p shade | moist/ med |

| | | | |
|-----------------------------------|----------------------|------------|------------|
| <i>Geum chiloense</i> | Avens | sun/ p sun | med/ dry |
| <i>Heuchera</i> | Common Coral Bells | sun/ shade | moist/ med |
| <i>Iris siberica</i> | Siberian Iris | sun/ p sun | med/ dry |
| <i>Liatris spicata</i> | Gayfeather | sun/ p sun | moist/ med |
| <i>Mertensia virginica</i> | Virginia Bluebells | p shade | moist/ med |
| <i>Myosotis sylvatica</i> | Forget-Me-Nots | p shade | moist/ med |
| <i>Penstemon strictus</i> | Rocky Mtn. Penstemon | sun/ p sun | med/ dry |
| <i>Polemonum caeruleum</i> | Jacob's Ladder | p shade | moist/ med |
| <i>Sidalcea oregana</i> | Mallow | p shade | moist/ med |
| <i>Sisyrinchium angustifolium</i> | Blue-Eyed Grass | p shade | moist/ med |
| <i>Tiarella cordifolia</i> | Foamflower | p shade | moist/ med |
| <i>Viola odorata</i> | Sweet Violet | p shade | moist/ med |

Ground covers

| | | | |
|---------------------------------|----------------------|------------|------------|
| <i>Achillea tomentosa</i> | Woolly Yarrow | sun/ p sun | med/ dry |
| <i>Galium odoratum</i> | Sweet Woodruff | p shade | moist/ med |
| <i>Iberis sempervivens</i> | Candytuft | sun/ p sun | med/ dry |
| <i>Phlox subulata</i> | Creeping Phlox | sun/ p sun | med/ dry |
| <i>Potentilla verna 'Nana'</i> | Spring Cinquefoil | sun/ p sun | med/ dry |
| <i>Saponaria ocymoides</i> | Saponaria (Soapwort) | sun/ p sun | med/ dry |
| <i>Sedum spurium</i> | Sedum | sun/ p sun | med/ dry |
| <i>Symphoricarpos chenaulti</i> | Creeping Snowberry | p shade | moist/ med |

**APPENDIX G
ACKNOWLEDGMENT**

This is to attest that _____,
Owner(s) of Lot _____ Unit _____ has read and understands the Architectural Review Manual for Alpine Meadows, 2010 Edition. This is further to attest that, although others may act on behalf of the Owner of said lot and unit, in dealing with the Bear Creek Planning Committee (BCPC) and the Bear Creek Valley Board (BCVB) as architect, contractor, or agent, Owner herewith certifies that he/she is fully acquainted with the construction drawings and specifications, intends to build in accordance with the approved documents and agrees to be bound by and accepts the responsibility for the enforcement of and adherence to the terms and conditions of the aforementioned Architectural Review Manual for Alpine Meadows, 2010 Edition.

Owner acknowledges that the Bear Creek Planning Committee (BCPC) and/or Bear Creek Valley Board (BCVB) have the right to access the property for inspections until Final Approval has been granted.

Owner(s) Signature _____

Printed Name _____ **Date** _____

Alpine Meadows Street Address _____

Owner's Mailing Address _____

Phone/Fax _____

Email _____

APPENDIX G-1
ACKNOWLEDGMENT AND OPTIONAL ELECTION
BY OWNERS OF PROPERTIES
IN ALPINE MEADOWS ESTATES UNITS 1 AND 2

This is to attest that _____,
Owner(s) of Lot _____ Unit _____ has read and understands the Architectural Review Manual for Alpine Meadows, 2010 Edition. This is further to attest that, although others may act on behalf of the Owner of said lot and unit, in dealing with the Bear Creek Planning Committee (BCPC) and the Bear Creek Valley Board (BCVB) as architect, contractor, or agent, Owner herewith certifies that he/she is fully acquainted with the construction drawings and specifications, intends to build in accordance with the approved documents and agrees to be bound by and accepts the responsibility for the enforcement of and adherence to the terms and conditions of the aforementioned Architectural Review Manual for Alpine Meadows, 2010 Edition.

Owner acknowledges that the Bear Creek Planning Committee (BCPC) and/or Bear Creek Valley Board (BCVB) have the right to access the property for inspections until Final Approval has been granted.

By checking this box, Owner elects to process the application for approval pursuant to the provisions of Sections A-C of Chapter II of the ARM.

Owner(s) Signature _____

Printed Name _____ Date _____

Alpine Meadows Street Address _____

Owner's Mailing Address _____

Phone/Fax _____

Email _____

APPENDIX H

PROCEDURE ON APPEALS TO BEAR CREEK VALLEY BOARD

Within ten (10) calendar days, or as specified in the applicable CC&Rs, of notification in writing by the Bear Creek Planning Committee (BCPC) of disapproval of plans and specifications, the person who submitted same (herein referred to as "Applicant") may file a petition in writing to the Bear Creek Valley Board (BCVB), c/o Recording Secretary appealing the decision of the BCPC, stating reasons for the appeal. The Applicant shall send a copy of the petition to the BCPC and a copy shall be sent to the occupants of all houses that were notified under the BCPC Neighbor Notification process. The Applicant shall pay a non-refundable appeal fee of \$350, which will cover the costs associated with the appeal.

The members of the BCVB who shall hear and decide such appeal shall be in accord with the particular CC&Rs applicable to the property involved, with those members to choose a Chairperson to preside at the hearing by the Appeal Board. With the approval of the Applicant, the review board make-up can be changed in situations when the correct composition of members is not available to hear the appeal. Such Board shall have the right and authority to review the matter de novo and shall either confirm, modify or reverse the BCPC decision.

The Appeal Board shall set a date for hearing the appeal after consultation with the Applicant, with the hearing to be held as soon as possible and not more than sixty (60) calendar days after receipt of the petition for appeal, and shall be in Alpine Meadows unless the Board and Applicant agree it should be elsewhere. The DRC shall be notified of the hearing with a request to be represented.

The hearing procedure shall be informal and witnesses need not be sworn, nor a verbatim record kept unless requested in writing ten (10) calendar days prior to the hearing and paid for by the Applicant. The following order of presentations shall be followed, except as the Chairperson may decide to modify or expand because of the particular circumstances:

1. The Applicant (owner or representative) shall present the plans and specifications and the reasons the Applicant believes they comply with the CC&Rs and the procedures, restrictions and standards of BCPC, as set forth in the Architectural Review Manual for Alpine Meadows, 2010 Edition. The Applicant may use his/her architect, engineer, or other expert testimony.
2. The DRC representative(s) shall be given an opportunity to explain what portions of the plans and specifications caused the disapproval, and the reasons for the disapproval.
3. Interested parties will be given an opportunity to speak subject to time limitation established by the Chairperson.
4. The Chairperson may permit the Applicant to ask questions of the BCPC representative, and vice versa.
5. Any of the BCVB members may question anyone presenting facts or arguments at the hearing, in an orderly manner and subject to time limitation established by the Chairperson.
6. The Appeal Board may visit the site at the time of the hearing.
7. The Applicant shall be given an opportunity at the end of the hearing to rebut anything presented by the BCPC and to sum up the reasons why he/she believes the plans and specifications should be approved.

8. After the hearing is closed, the Board shall immediately go into a Closed Session to discuss the matters presented at the hearing and other pertinent matters and shall attempt to reach a decision on the date of the hearing or as soon thereafter as possible. The decision shall be by majority vote of the Appeal Board members. The Applicant shall be notified of the decision in writing within seven (7) calendar days of the hearing.

9. The decision of the BCVB to confirm, modify or reverse the BCPC decision of disapproval shall be governed by the general principle that it is to the best interest of the area that it be developed into an attractive area, alpine in character and appearance, with as little damage to the natural beauty of the land and trees as is reasonable. The decision shall be governed specifically by the particular requirements of the CC&Rs applicable to the particular property and the BCPC Procedures, Restrictions and Standards currently in effect.

10. The BCVB decision shall be final.

APPENDIX I

GLOSSARY OF TERMS

| | |
|-------|---|
| ARM | Architectural Review Manual |
| AME | Alpine Meadows Estates |
| BCA | Bear Creek Association |
| BCPC | Bear Creek Planning Committee |
| BCVB | Bear Creek Valley Board |
| CC&Rs | Conditions, Covenants, and Restrictions |
| DA | Design Advisor |
| DRC | Design Review Committee |
| HOA | Homeowner's Association |
| JMA | Juniper Mountain Association |
| PC | Plan Coordinator |