

COURTYARD AT THE COMMONS Master Sign Program

23741 Calabasas Road, Calabasas, CA 91302

APN: 2068-002-024

Legal Description: *Tr=Parcel Map As Per Bk 117 P 91-92 Of Pm Lot/Sec 1

APN: 2068-002-025

Legal Description: *Tr=Parcel Map As Per Bk 117 P 91-92 Of Pm Lot/Sec 2

Zone: CMU

Design Consultant

Villa Design Architectural Signage
9106 Hargis Street
Los Angeles, California 90034
Art Villa
Office 310-838-1515

Sign Fabricator

TDI Signs
13158 Arctic Circle
Santa Fe Springs, CA 90670
Chris Flores
Mobile 562-331-5515

Owner

Bvk Courtyard Commons Llc

Agent & Property Manager for Owner

JLL, Jones Lang LaSalle
Americas, Inc.
5250 Claremont Av., Suite 107
Stockton, CA 95207
Karen Mayer
karen.mayer@am.jll.com

Asset Manager

RREEF Management LLC/DWS
Asset Management
13450 Maxella Ave, Suite 240
Marina Del Rey, CA 90292
Callie Paranick
Mobile 213-422-0864
callie.paranick@dws.com

Sr. Property Manager

JLL Retail
2233 N. Ontario St., Suite 150
Burbank, CA 91504
Karen Mayer
Office 747-234-3567
Mobile 310-418-9328
karen.mayer@am.jll.com

Table of Contents

Page

Objective of Master Sign Program.....2
 Prohibited Signs2
 Permit Approval Requirements.....2
 Installation Requirements3
 Sign Area Calculation Method3
 Pedestrian Projecting & Hanging Sign3
 Tenant ID Wall Sign Requirements.....4
 Freestanding Sign Color & Material Guide5
 Site Plan6
 Sign #1 - Monument Sign Elevations & Guidelines7
 Sign #1 - Monument Sign Location Plan & Rendering8
 Sign #2 - Monument Sign Elevations & Guidelines9
 Sign #2 - Monument Sign Location Plan & Rendering10
 Monuments Signs - Typ Construction & Illumination11
 Gateway Sign Typ Elevation & Guidelines12
 Gateway Sign West Renderings.....13
 Gateway Sign East Rendering14
 Gateway Sign - Typ Construction & Illumination15
 Sign #4 - Freeway Facing Monument Sign Elevations & Guidelines16
 Sign #4 - Freeway Facing Monument Sign - Section Elev & Loc Plan.....17
 Sign #4 - Construction & Illumination18
 Sign #4 - Night Rendering19
 Sign #5 - Freeway Facing Building Mounted Sign.....20

Aug 17, 2021

Cover

Objective of Master Sign Program

To incorporate a new style Master Sign Program into the previous Master Sign Program from 2000 and the City of Calabasas' current 17.30 Municipal Code for signs. This will allow for better Tenant visibility and implement the new design and curb appeal of the Courtyard At The Commons (CATC). The criteria provides a uniform standard that promotes viable businesses by allowing signs of effective identity, high quality design, appropriate scale and visibility. Thus the Tenant ID (Identification) signs are harmonious and integrates with the new architectural features. The criteria also describes the responsibilities of the Tenants with respect to City sign review, approval and installation. Individual Tenant ID signs should be consistent with their legal brand and it is encouraged that they be creatively designed. All work shall meet or exceed the minimum requirements shown in this document.

Prohibited Signs

1. Abandoned signs that advertise or otherwise identify a business or activity which has been discontinued on the premises for a period of ninety (90) days or more.
2. Animated, moving, flashing, blinking, reflecting, revolving, digital screen or any other similar moving or simulated moving sign.
3. Cabinet (can) signs with translucent plastic face with internal illumination.
4. Inflatable signs, pennants, streamers and flags, except where allowed by Sec. 17.30.030 of the Calabasas Municipal code.
5. Roof-top signs.
6. Signs on public property or in a public right-of-way, except as provided in Section 17.30.030 (A) and (C) of the Calabasas Municipal code.
7. Signs posted, tacked, nailed, glued or otherwise attached to trees, poles (including utility and street name), stakes, electrical transformers or other accessory structures. Whenever a sign is so posted, the sign itself shall constitute prima facie evidence that the person or business identified on the sign benefits by the sign placed and authorized the placement of the sign.
8. Signs painted on fences, roofs, trees or other surfaces.
9. Signs that simulate in color or design a traffic sign or signal, or which make use of words, symbols or characters in a manner to interfere with, mislead or confuse pedestrian or vehicular traffic.
10. Temporary signs, including but not limited to "K" fame signs, sandwich boards, etc.
11. Temporary vehicle mounted or trailer-mounted signs. Signs on vehicles are allowed on vehicle, without sign Permit, only when the copy or message related to the business or establishment of which the vehicle itself is a part that pertains to the sale, rent lease or hiring of such vehicle is noncommercial message. Vehicles displaying signs may not be parked in such a manner that they function primarily as commercial advertising devices. Vehicles may not be used as mounting or holding devices or commercial signs.
12. Temporary non-illuminated window signs that exceed 3 sq. ft. per window, if windows are utilized, they may advertise the Tenant's business. NOTE: Temporary non-illuminated window signs advertising products for sale on the premises or other similar window signs, is restricted due to required Tenant compliance with the Calabasas Green Development Standard credits for daylighting and views identified in the Tenant Improvement Guidelines provided by the Landlord.

Permit Approval Requirements

Individual ID signs/elements are required to meet the City's code and the standards set forth in this Master Sign Program. All new and modified signs are required to go through the City of Calabasas permitting process to obtain City approval and required permits. Any non-conforming ID signs that have been installed without permits will be removed at the Tenant's sole expense.

The Tenant shall pay for all ID signs, installation and all other labor, materials and maintenance. Tenant must file, pay, and obtain licenses and permits as required for sign installation. All permanent Tenant ID signs must be approved by Landlord/Management prior to being presented to the City for approval, to ensure compliance with this Master Sign Program.

The Property Owner has the right to refuse approval of any sign which does not conform to the criteria set forth within.

Approval shall be based on:

- a. Conformity with this Master Sign Program, including fabrication and method of install.
- b. Harmony of ID sign with the design standards of the Courtyard At The Commons Master Sign Program.

Tenant shall submit two (2) copies of the proposed sign to the Landlord for review via standard mail and emailing a PDF version.

Drawings shall include the following:

- a. Size, color, and construction of all lettering if applicable, a logo.
- b. Scaled section drawing(s) showing construction and install method.
- c. Scaled elevation drawing to demonstrate the entire store frontage including measurement of entire linear store frontage/s and sign dimension measurements,
- d. Scaled site plan showing storefront location in relation to entire building and property (Tenant/ Contractor may utilize exhibit elements from this Master Sign Program).

Any drawings returned to the Tenant marked for changes must be resubmitted with proper corrections. Upon receiving Landlord's stamped approval, Tenant shall file an application (including all required drawings, materials, and fees) to the City for permit approval. Once the Tenant has received the sign permit, the Tenant shall email a copy to the Landlord, prior to install.

If the Tenant installs any sign that does not conform to the drawings approved by the Landlord or the City approval, sign must be corrected by Tenant within thirty (30) days after written notice.

If any sign is not brought into compliance within this period, the Landlord shall have the option to correct or replace said sign(s) at Tenant's sole expense. Signs that do not have the required Landlord approval or City permit are subject to removal and/or fines by Landlord.

Nothing contained in this Master Sign Program shall constitute a representation by the Landlord in lieu of any municipal requirements regarding signs. In the event of a conflict between this sign criteria and municipal requirements, the municipal requirements shall control the Tenant's allowable signs.

Permit Approval Requirements...continued

Nonconforming Signs

The eventual elimination of existing on-site signs that are not in conformity with the provisions of chapter 17.30.090 of the City's code is as important as the prohibition of new signs that would violate these regulations.

- a. Continuation of Nonconforming Sign. A legally established sign that does not conform to the provisions of this chapter may continue to be used in compliance with Section 17.30.100 of the City's code, except that the sign shall not be:
 - i. Structurally altered to extend its useful life;
 - ii. Expanded, moved, or relocated;
 - iii. Re-established after a business has been discontinued for ninety (90) days or more; or
 - iv. Re-established after damage or destruction of more than fifty (50) percent of the value of the physical structure of the sign, as determined by the director.
- b. Sign Copy Changes. The sign copy and sign faces of a nonconforming sign may be changed upon obtaining a sign permit provided that the change does not include a structural change in the display.
- c. Correction of Nonconformities Required. Approval of any structures on a site or a change in the land use on a site shall require that all nonconforming signs on the site be brought into conformity with this chapter.

Pedestrian Projecting & Hanging Sign

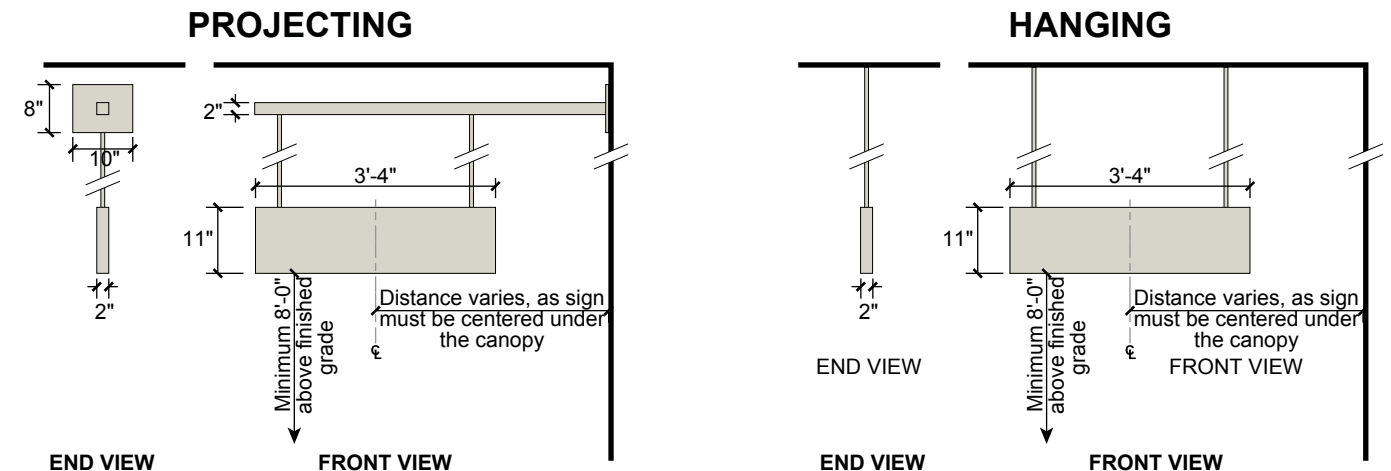
1. One Pedestrian Projecting Sign is allowed per Tenant.
2. May be a hanging sign or a projecting sign.
3. May be single sided or double sided.
4. Three (3) square feet maximum per face. Two (2) faces maximum.
5. Lower edge must be minimum eight (8) feet above finished grade.
6. Perpendicular to building wall. Must be centered under canopy or eave.
7. May not be internally or externally illuminated.
8. Sign shall appear to be an architectural and integral part of building.
9. All exposed elements of sign structure to be painted P2 (See page 5).



Typical walkway for Pedestrian Signs

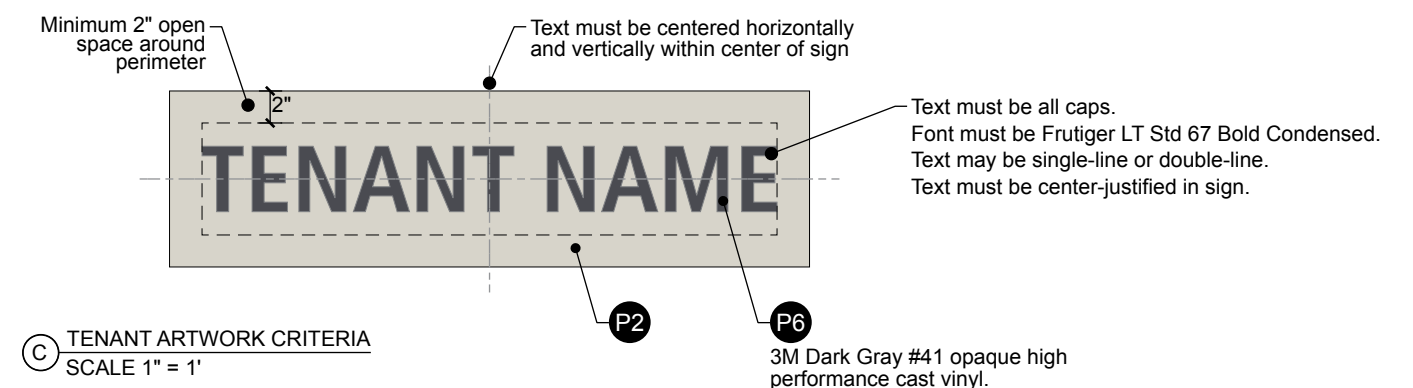
Installation Requirements

Installation shall be performed only by a licensed electrical contractor or electrical sign installer with a C-45 license, which shall maintain Worker's Compensation & General Liability insurance in the amount of two million dollars or greater. The Tenant is responsible for verifying the required coverage. Tenant is responsible for repairing any damage to building fascia or sign mounting surfaces caused by the sign contractor or others.



(A) TYPICAL PROJECTING SIGN ELEVATIONS
SCALE 3/8" = 1'

(B) TYPICAL HANGING SIGN ELEVATIONS
SCALE 3/8" = 1'



(C) TENANT ARTWORK CRITERIA
SCALE 1" = 1'

Sign Area Calculation Method

Sign area shall be computed by drawing a line around the outer perimeter of the writing, representation, emblem, or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the backdrop or structure against which it is placed. The total area of the sign shall include all sign faces.

No more than eight straight connected lines around the perimeter of letters and logo.



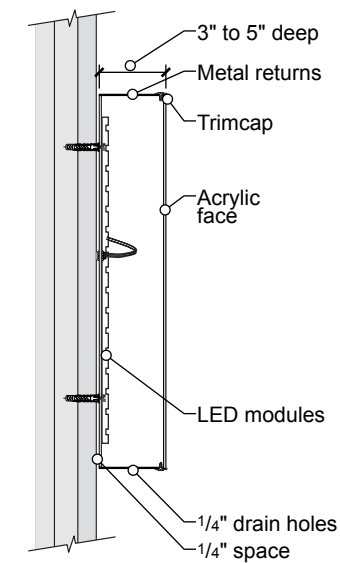
Tenant ID Wall Sign Requirements

1. Maximum one wall sign allowed per occupancy for businesses without a secondary main public entrance located on the side of a building adjacent to public parking.
2. Tenants with a secondary main public entrance located on the side of a building adjacent to public parking may install one secondary wall sign.
 - a. Maximum two signs per business when utilizing a secondary sign.
 - b. Secondary sign area may not exceed 1/2 of the maximum allowable sign area allowed on the primary frontage.
3. Tenant sign maximum size area is limited to .5 square feet per each linear foot of tenant frontage, with a minimum of fifteen (15) square feet and maximum of eighty (80) square feet per tenant.
4. Individual internally illuminated channels are the required sign type.
5. Sign may include a logo. Logo area may not exceed 30% of overall allowable individual sign area.
6. Sign must be centered vertically within sign band area.
7. No part of sign may be closer than two inches to any architectural feature, such as a cornice, molding, corner, etc.
8. Tenants may use branded colors. In absence of corporate branding, letters must be painted to match Black Bean DE6385 with white internal illumination. If sign is front-lit, use ivory acrylic #2146.
9. All penetrations through building will be sealed in a watertight manner by Tenant.
10. Lighting is limited to 12 volt LED lamps with color that does not conflict with sign elements.
11. LED illumination must not create a spotting effect on letter/logo acrylic faces or on wall.
12. Tenant fonts.
 - a. All signs are subject to review in compliance with the Master Sign Program.
 - b. Typical tenant font is Frutiger LT Std 67 Bold Condensed.
 - c. Upper case: **ABCDEFGHIJKLMN OPQRSTUVWXYZ&**
 - d. Lower case: **abcdefghijklmnopqrstuvwxyz**
 - e. Numbers and symbols: **1234567890 \$! ? / . , ; - @ # % () < > + = ' " ***
13. Tenants may be allowed to use their branded text with Landlord approval.
14. Channel letter/logo options.
 - a. Flush-mount.

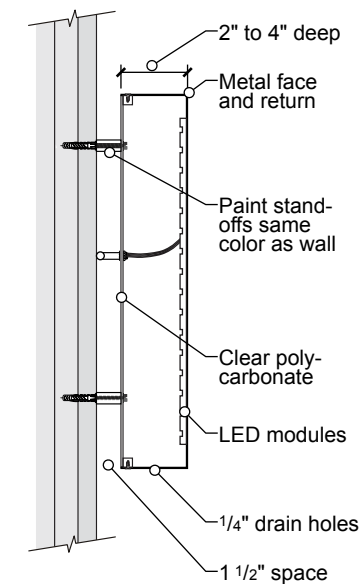
- i. May be between 3" and 5" deep.
 - ii. Must be front-lit.
 - iii. 1/4" space required between back of letters and wall.
- b. Reverse halo-illuminated.
 - i. Faces and returns must be fabricated metal.
 - ii. May be between 2" & 4" deep.
 - iii. Back of letters/logo must stand off wall exactly 1 1/2".
 - iv. Stand-offs must be painted to match wall color.
 - c. Front-lit and halo-illuminated.
 - i. Must be between 4" or 5" deep.
 - ii. Back of letters/logo must stand off wall exactly 1 1/2".
 - iii. Stand-offs must be painted to match wall color.

15. Channel letter/logo construction diagrams.

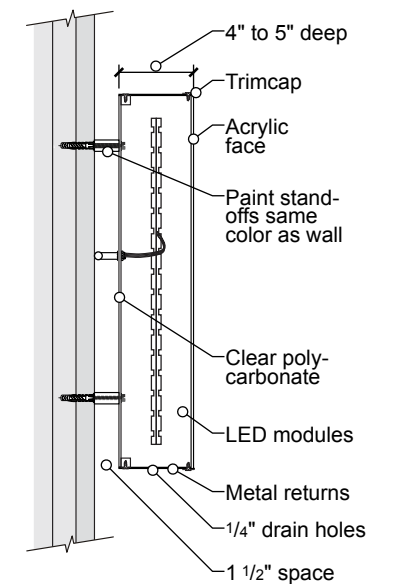
(Note: Sign contractor to provide detailed construction, attachment, electrical details at time of permitting)



FLUSH-MOUNT



REVERSE HALO



FRONT-LIT AND REVERSE HALO

Freestanding Sign Color & Material Guide

P1



Match Black Bean DE6385
Hex color code: #4E4B4A
 Munsell: HUE=6.46R VALUE=3.1 CHROMA=0.2
 (Painted aluminum)

Freestanding signs changable tenant panels.
 Freestanding signs permanent background element.
 Courtyard At The Commons branded letters.

P2



Match Swiss Coffee DEW341
Hex color code: #F8F5E9
 Munsell: HUE=6.90Y VALUE=9.2 CHROMA=0.6
 (Painted aluminum)

Freestanding signs header and background elements.
 Freeway Building Mounted Wall Sign wall background.

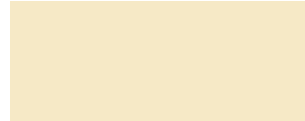
P3



Match Essential Brown DE6203
Hex color code: #7D6848
 Munsell: HUE=2.48Y VALUE=4.3 CHROMA=2.9
 (Painted aluminum)

Freestanding signs accent caps.
 Courtyard At The Commons branded logo element.

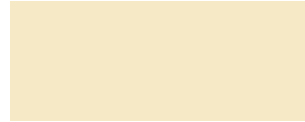
P4



Ivory translucent acrylic #2146
 (1/2" thick standard translucent acrylic)

Freestanding signs #1, #2 & #3 tenant text and logos.

P5



Match Biscuit DE5330
Hex color code: #FEEDCA
 Munsell: HUE=3.01Y VALUE=9.0 CHROMA=2.3
 (.040 thick painted aluminum)

Freeway Facing Monument Sign tenant letters & logos.

P6



3M Dark Gray #41 opaque high performance cast vinyl

Text for Pedestrian Projecting & Hanging Signs

Veneer Base



Gray Base Boral Stone Southern Ledgestone (Drystack)
 (Thin stone clad to plywood & steel base)

Base of freestanding signs #1, #2 & #3

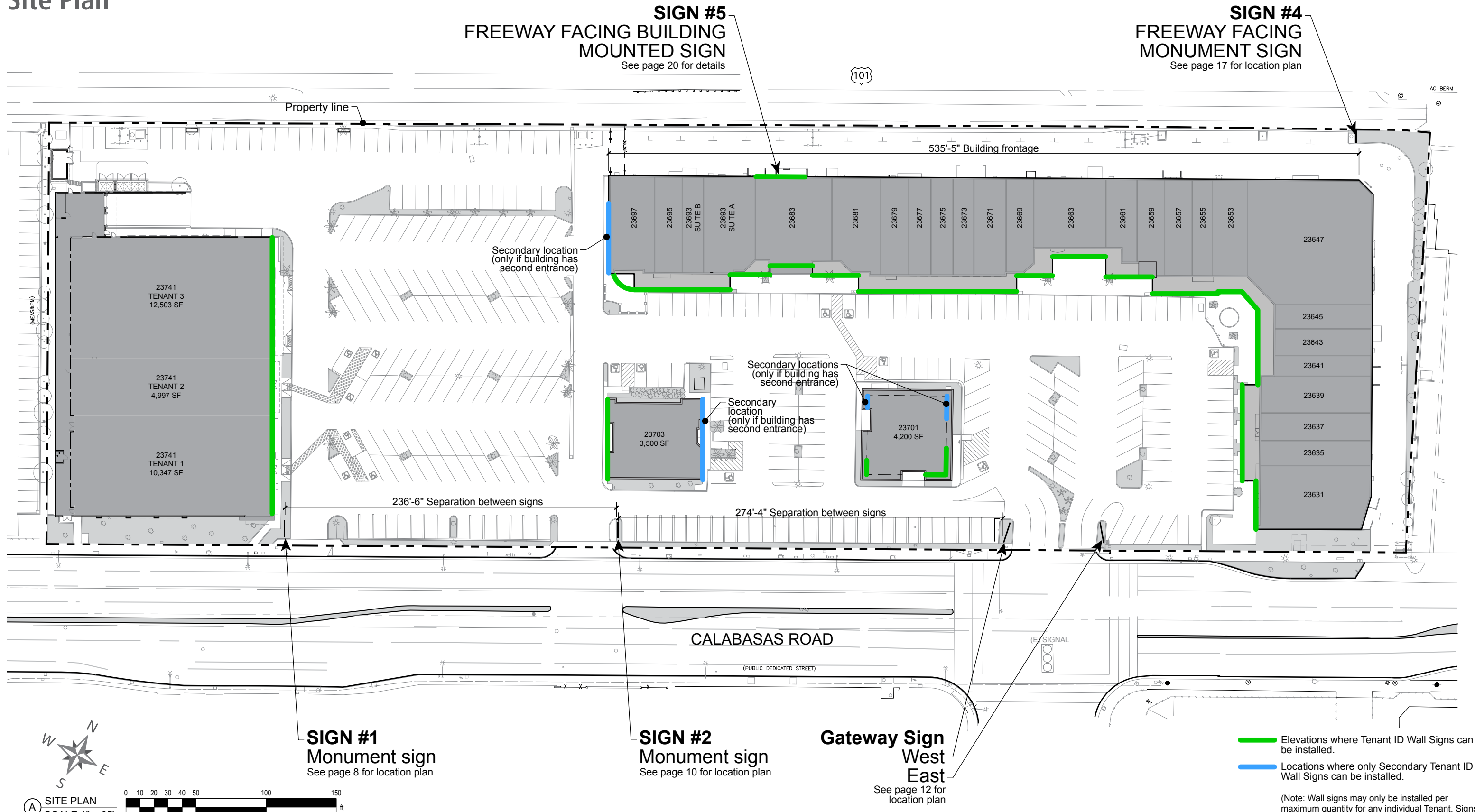
Dripstone



Pewter Eldorado Stone Snapped Edge Wainscot Sill
 (Clad between top of base & bottom of tenant panels)

Caps top of base of freestanding signs #1, #2 & #3.

Site Plan



Green line Elevations where Tenant ID Wall Signs can be installed.

Blue line Locations where only Secondary Tenant ID Wall Signs can be installed.

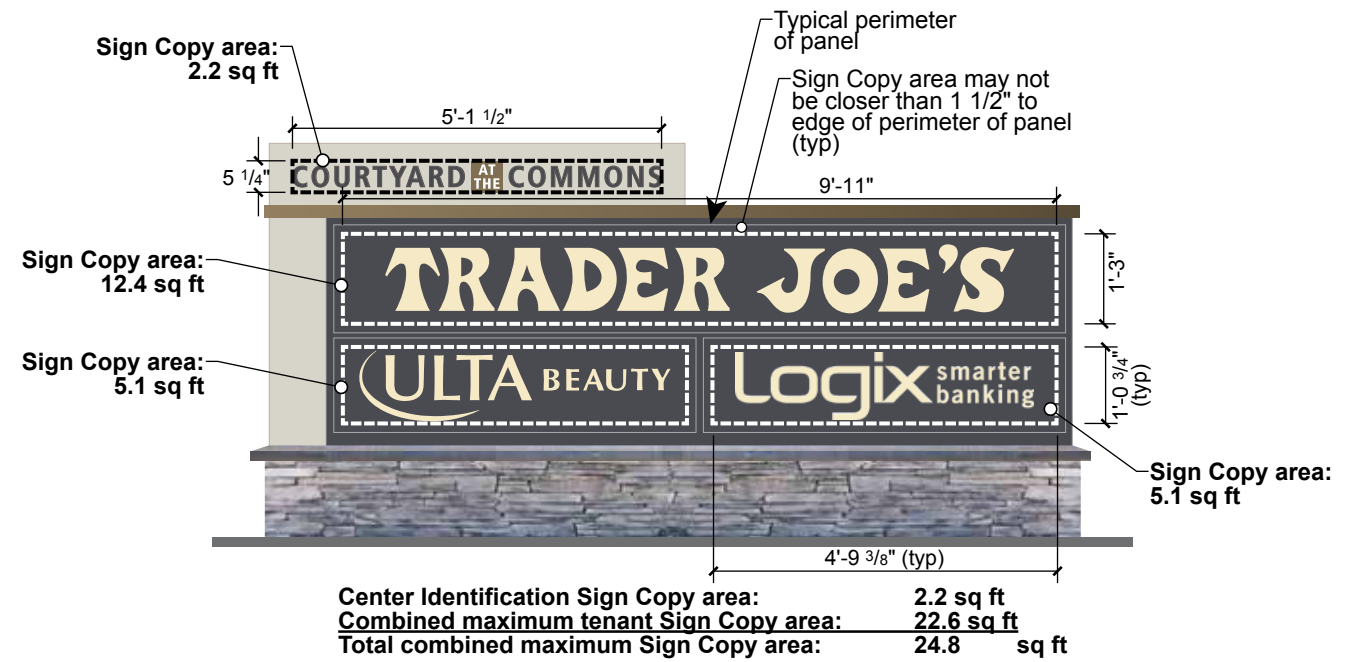
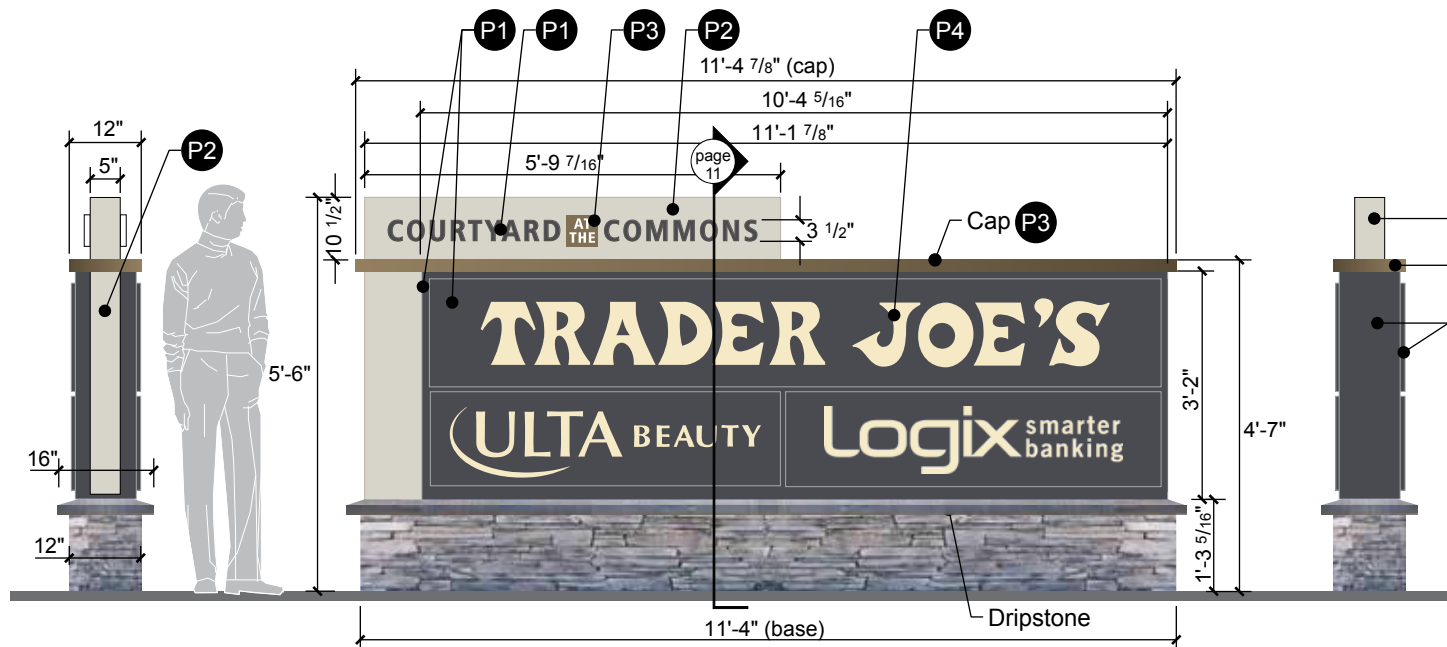
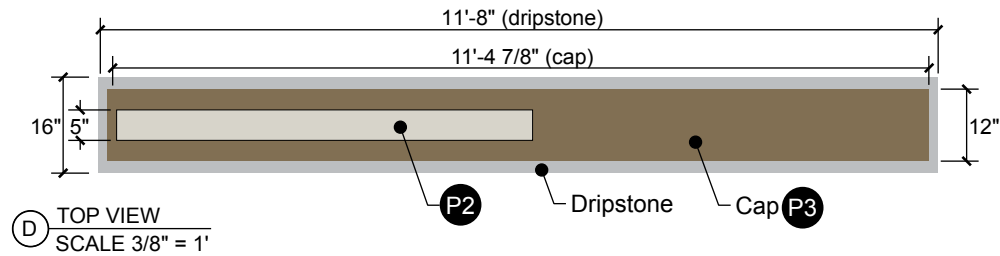
(Note: Wall signs may only be installed per maximum quantity for any individual Tenant. Signs must be placed in acceptable wall sign locations and properly spaced within architectural elements)

Sign #1 - Monument Sign Elevations & Guidelines

1. Illumination.
 - a. Only Center Identification text/logo and Tenant text/logos are illuminated. All other elements of sign are solid opaque material.
 - b. All text and logos are routed out of aluminum panels with push-thru translucent acrylic.
 - i. Center Identification text/logo to be 1" push-thru halo-illuminated white acrylic edge-lit with aluminum painted faces.
 - ii. Tenant text/logos to be illuminated 1/2" push-thru ivory acrylic.
 - c. All text and logos to be illuminated from behind with LED. See page 11 for construction and illumination details.
2. Colors and materials referenced in the elevation below are shown in the Freestanding Sign Color & Material Guide on page 5.

3. All opaque material except base and dripstone to be painted aluminum.
4. Double-sided freestanding sign.
5. Tenant fonts.
 - a. All signs are subject to review in compliance with the Master Sign Program.
 - b. Typical tenant font is Frutiger LT Std 67 Bold Condensed.
 - c. Upper case: **ABCDEFGHIJKLMN OPQRSTUVWXYZ&**
 - d. Lower case: **abcdefghijklmnopqrstu vwxyz**
 - e. Numbers and symbols: **1234567890 \$! ? / . , ; - @ # % () < > + = ' " ***
6. Tenants may be allowed to use their branded text with Landlord approval.
7. Maximum letter height is 12" for any tenant.

Note: Tenant text & logos are shown as examples for placement only. Actual tenant art and locations are subject to change at time of construction and as tenant change over time.

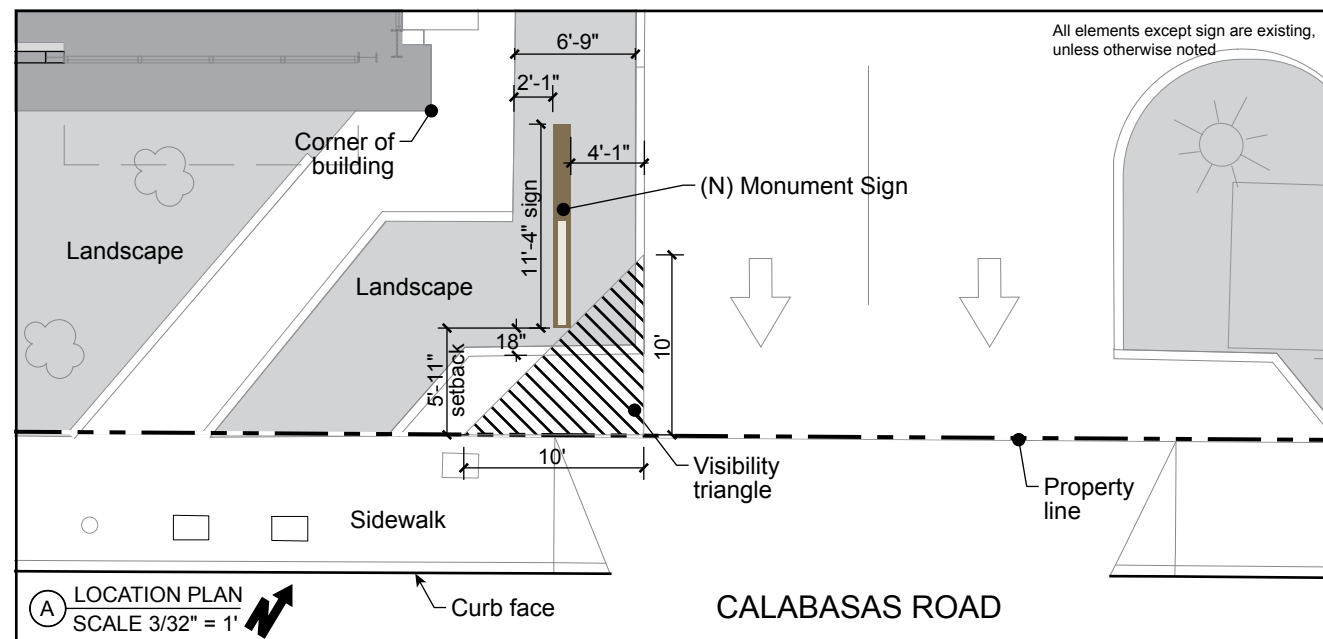


A END VIEW - FACING STREET
SCALE 3/8" = 1'

B ELEVATION - FACING PARKING
SCALE 3/8" = 1'

C END VIEW
SCALE 3/8" = 1'

Sign #1 - Monument Sign Location Plan & Rendering



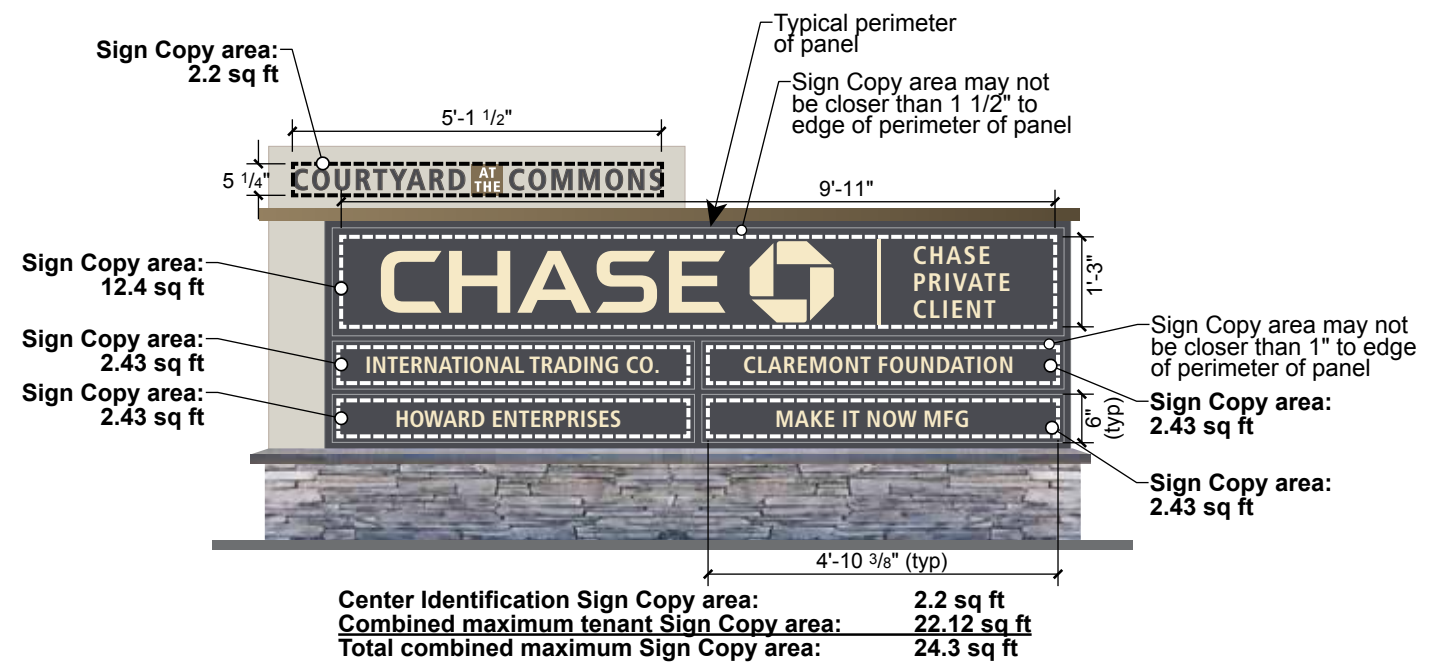
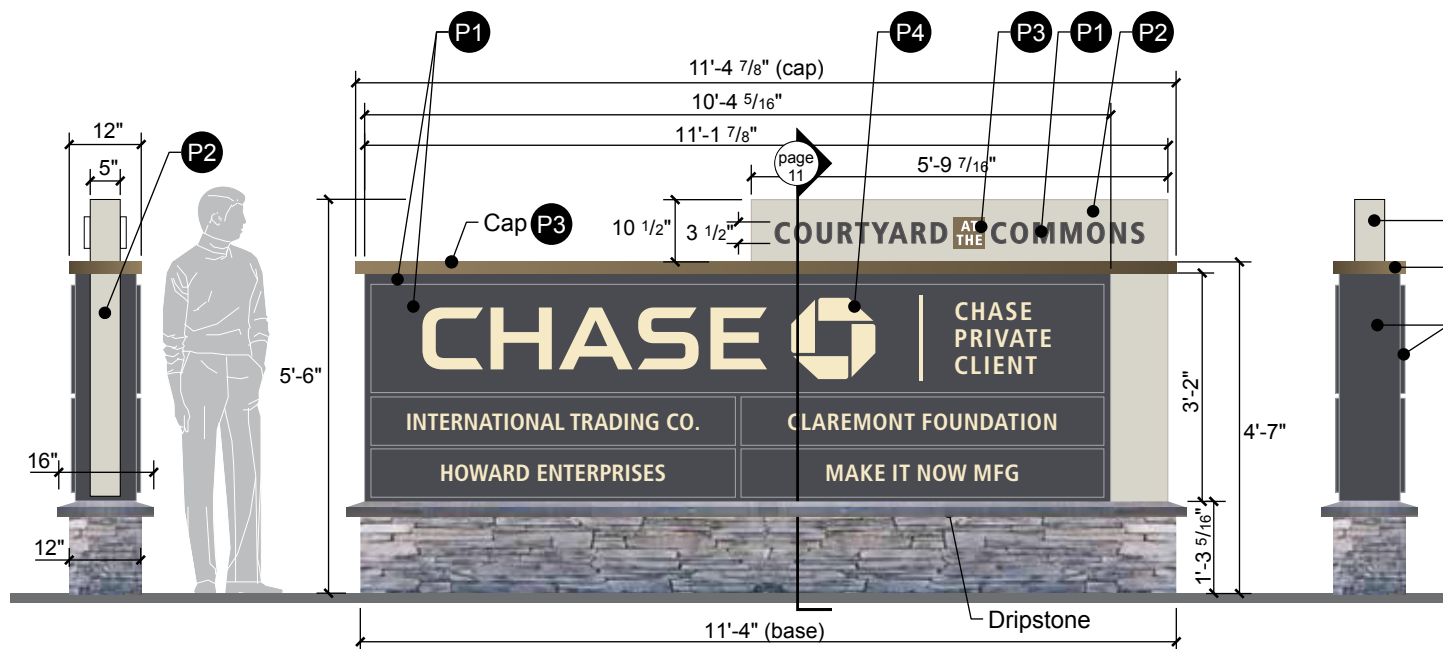
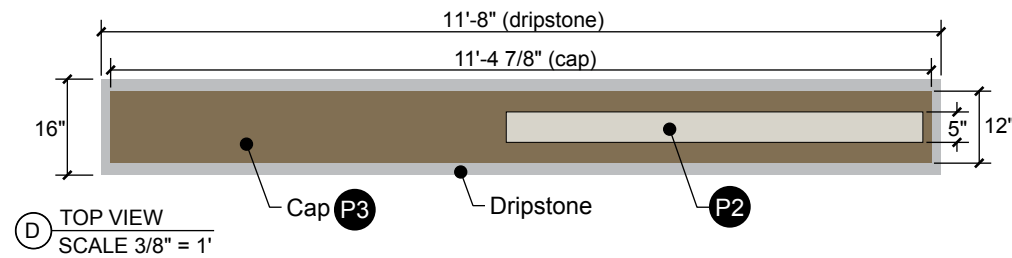
(B) RENDERING
NTS

Sign #2 - Monument Sign Elevations & Guidelines

1. Illumination.
 - a. Only Center Identification text/logo and Tenant text/logos are illuminated. All other elements of sign are solid opaque material.
 - b. All text and logos are routed out of aluminum panels with push-thru translucent acrylic.
 - i. Center Identification text/logo to be 1" push-thru halo-illuminated white acrylic edge-lit with aluminum painted faces.
 - ii. Tenant text/logos to be illuminated 1/2" push-thru ivory acrylic.
 - c. All text and logos to be illuminated from behind with LED. See page 11 for construction and illumination details.
2. Colors and materials referenced in the elevation below are shown in the Freestanding Sign Color & Material Guide on page 5.

3. All opaque material except base and dripstone to be painted aluminum.
4. Double-sided freestanding sign.
5. Tenant fonts.
 - a. All signs are subject to review in compliance with the Master Sign Program.
 - b. Typical tenant font is Frutiger LT Std 67 Bold Condensed.
 - c. Upper case: **ABCDEFGHIJKLMN OPQRSTUVWXYZ&**
 - d. Lower case: **abcdefghijklmnopqrstu vwxyz**
 - e. Numbers and symbols: **1234567890 \$! ? / . , ; - @ # % () < > + = ' " ***
6. Tenants may be allowed to use their branded text with Landlord approval.
7. Tenant letter heights.
 - a. Top tenant panel: 12" maximum letter height.
 - b. Smaller tenant panels: 6" maximum letter height.

Note: Tenant text & logos are shown as examples for placement only. Actual tenant art and locations are subject to change at time of construction and as tenant change over time.

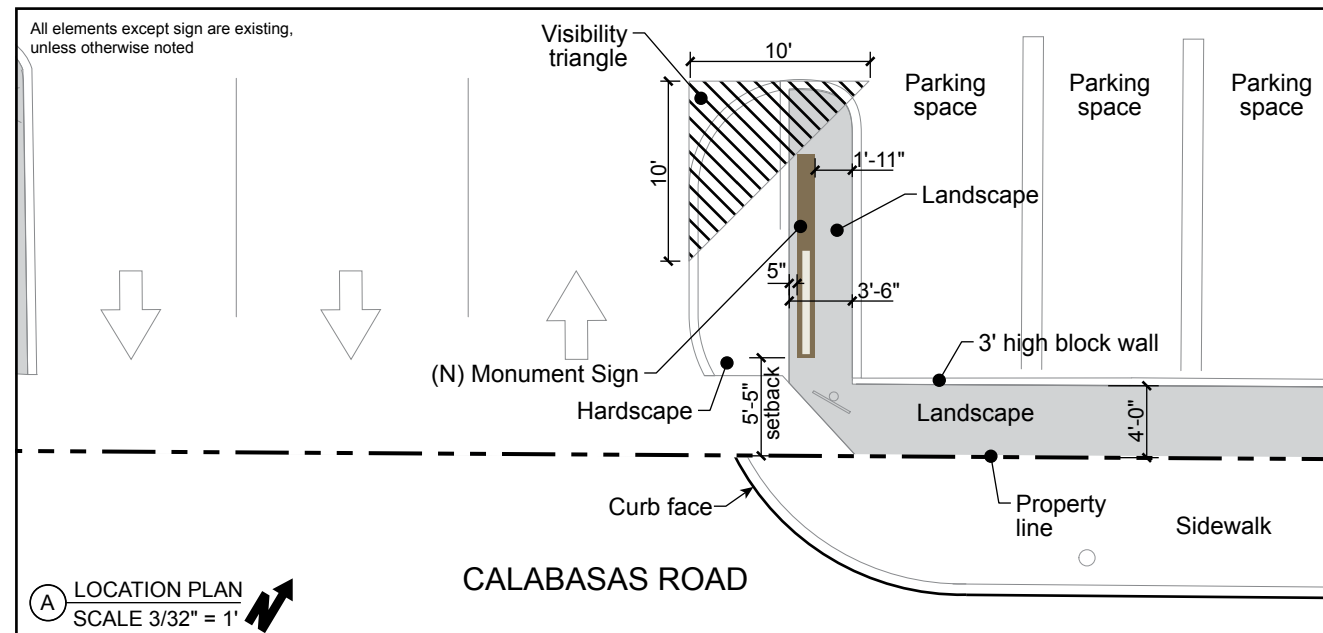


A END VIEW - FACING STREET SCALE 3/8" = 1'

B ELEVATION - FACING PARKING SCALE 3/8" = 1'

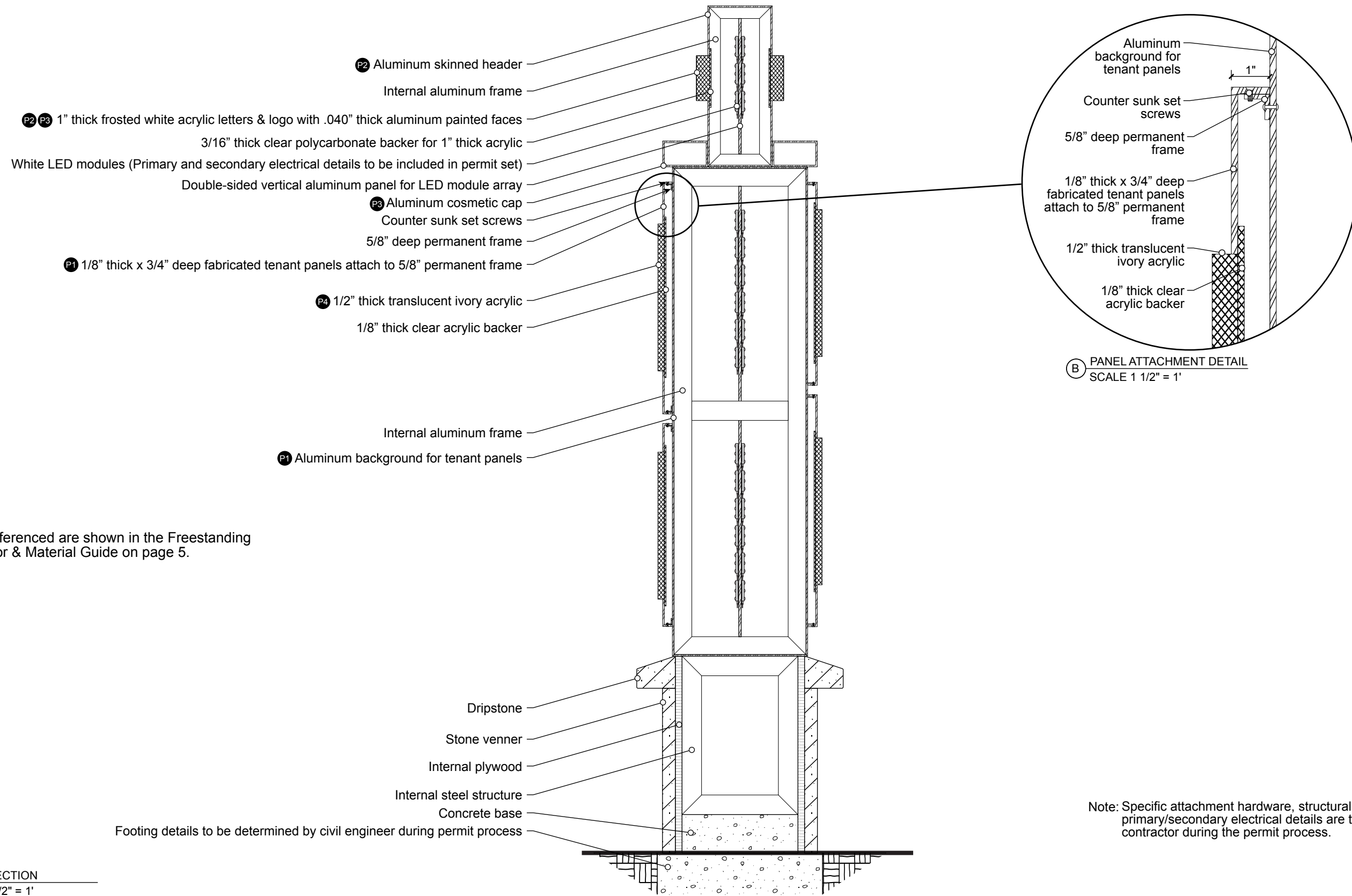
C END VIEW SCALE 3/8" = 1'

Sign #2 - Monument Sign Location Plan & Rendering



(B) RENDERING
 NTS

Monuments Signs - Typ Construction & Illumination

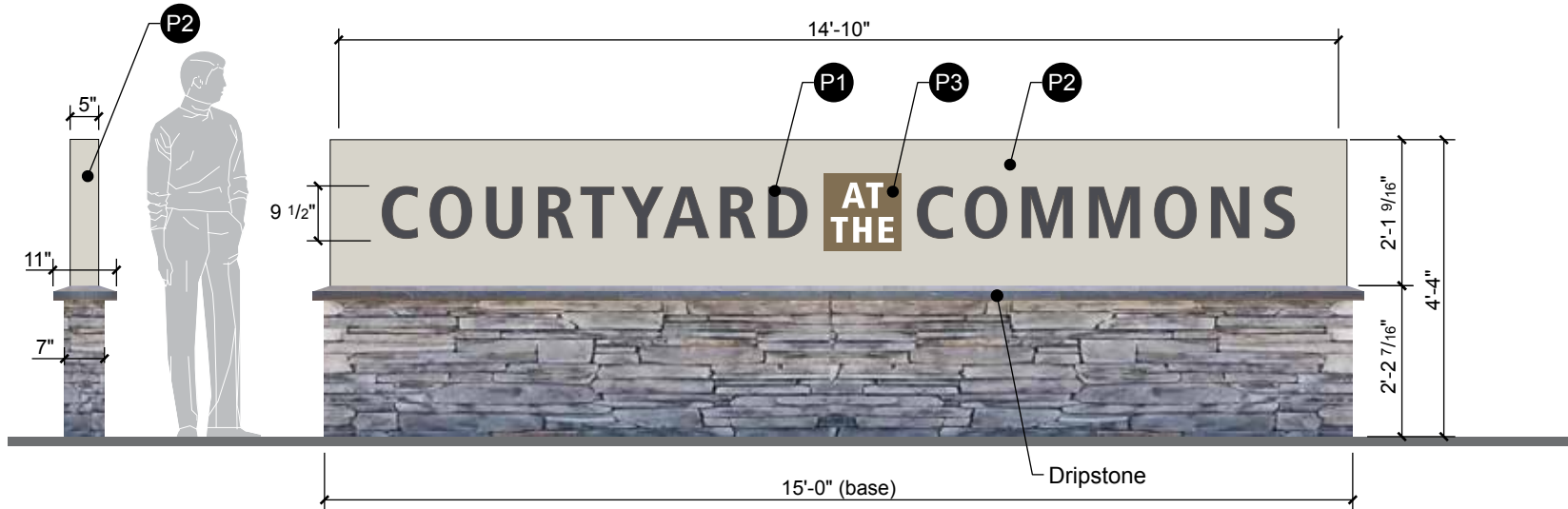
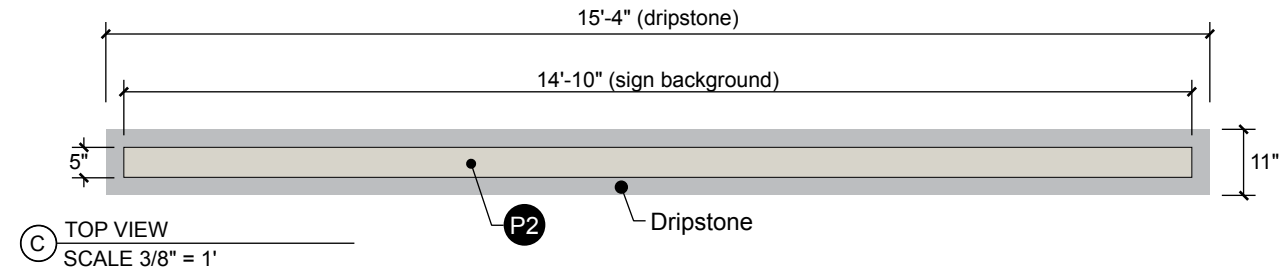


Colors referenced are shown in the Freestanding Sign Color & Material Guide on page 5.

Note: Specific attachment hardware, structural engineering, and primary/secondary electrical details are to be provided by contractor during the permit process.

A CROSS-SECTION
SCALE 1 1/2" = 1'

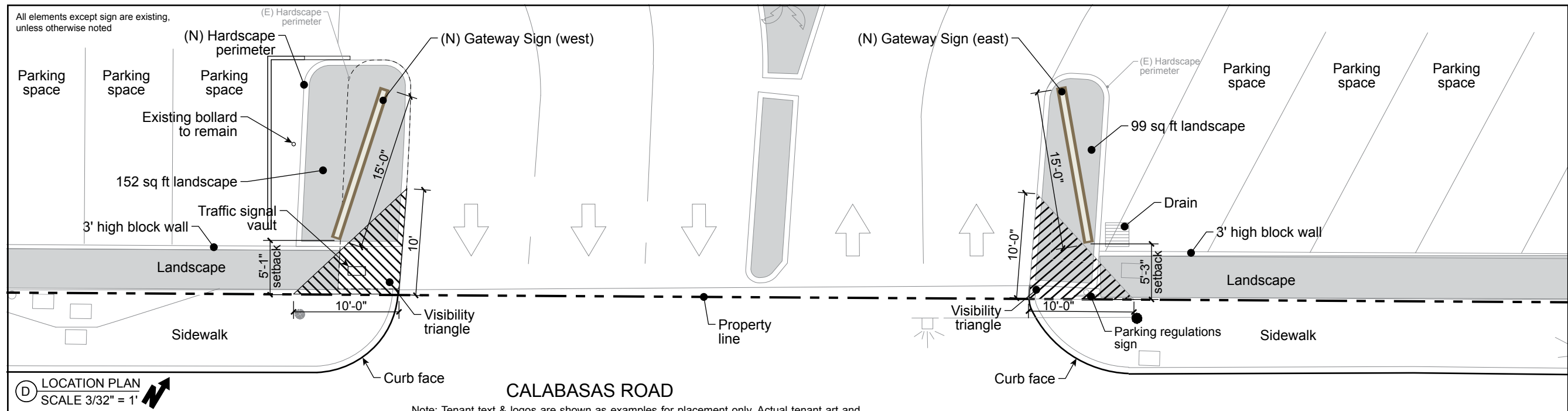
Gateway Sign Typ Elevation & Guidelines



Gateway Center Identification Sign Copy area facing driveway: 10.56 sq ft
Combined for both signs: 21.12 sq ft

A END VIEW - FACING STREET
SCALE 3/8" = 1'

B ELEVATION - FACING DRIVEWAY
SCALE 3/8" = 1'



1. Illumination.
 - a. Center Identification text/logo to be 1" push-thru halo-illuminated white acrylic edge-lit with aluminum painted faces. Illuminated from behind with LED. See page 15 for construction and illumination details.
2. Colors and materials referenced in the elevation below are shown in the Freestanding Sign Color & Material Guide on page 5.
3. All opaque material except base and dripstone to be painted aluminum.
4. Single-sided freestanding sign.

Gateway Sign West Renderings

Traveling westbound along Calabasas Rd



(A) RENDERING
SCALED AT SIGN LOCATION



(B) RENDERING
SCALED AT SIGN LOCATION

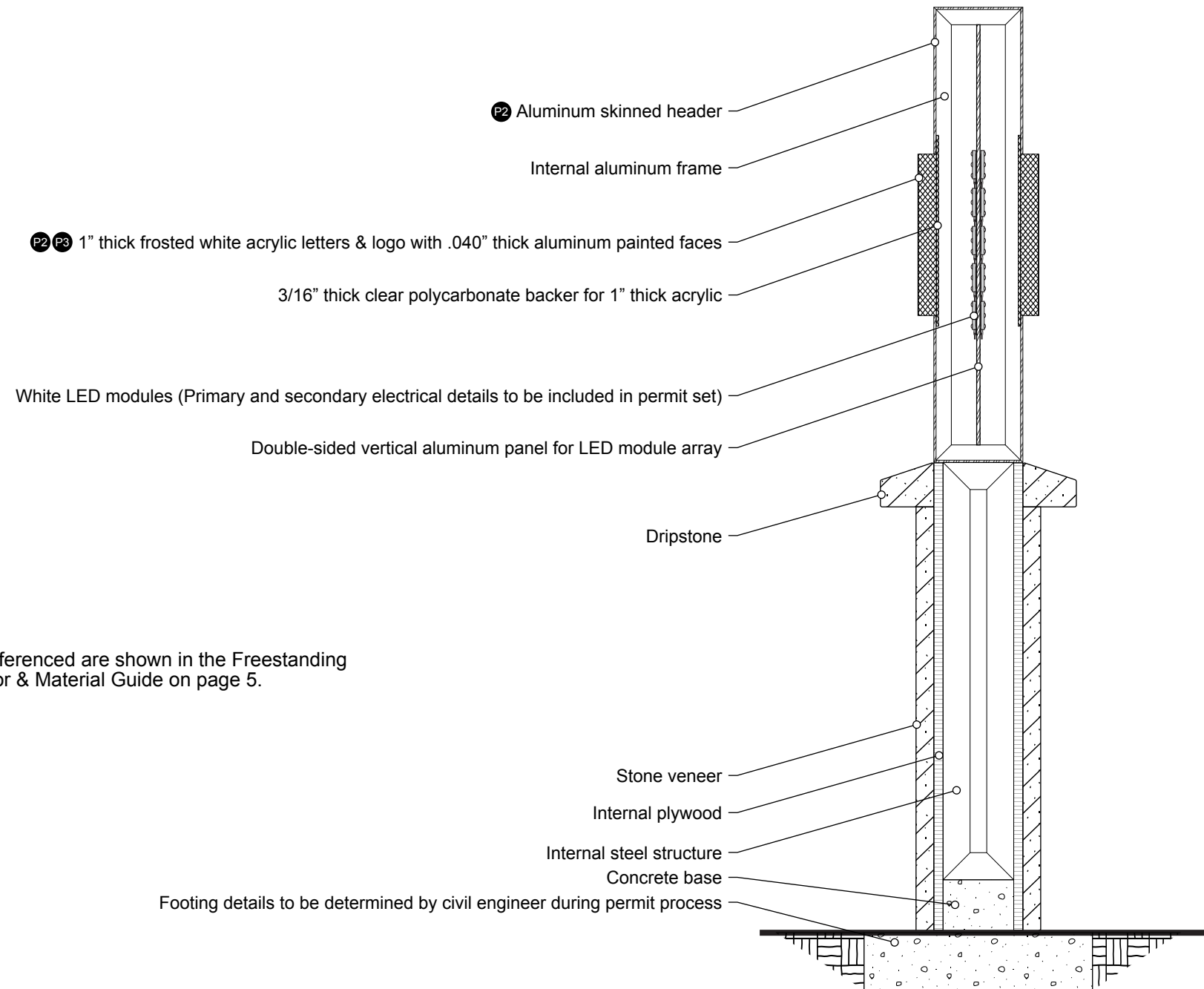
Gateway Sign East Rendering

Traveling eastbound along Calabasas Rd



(A) RENDERING
SCALED AT SIGN LOCATION

Gateway Sign - Typ Construction & Illumination

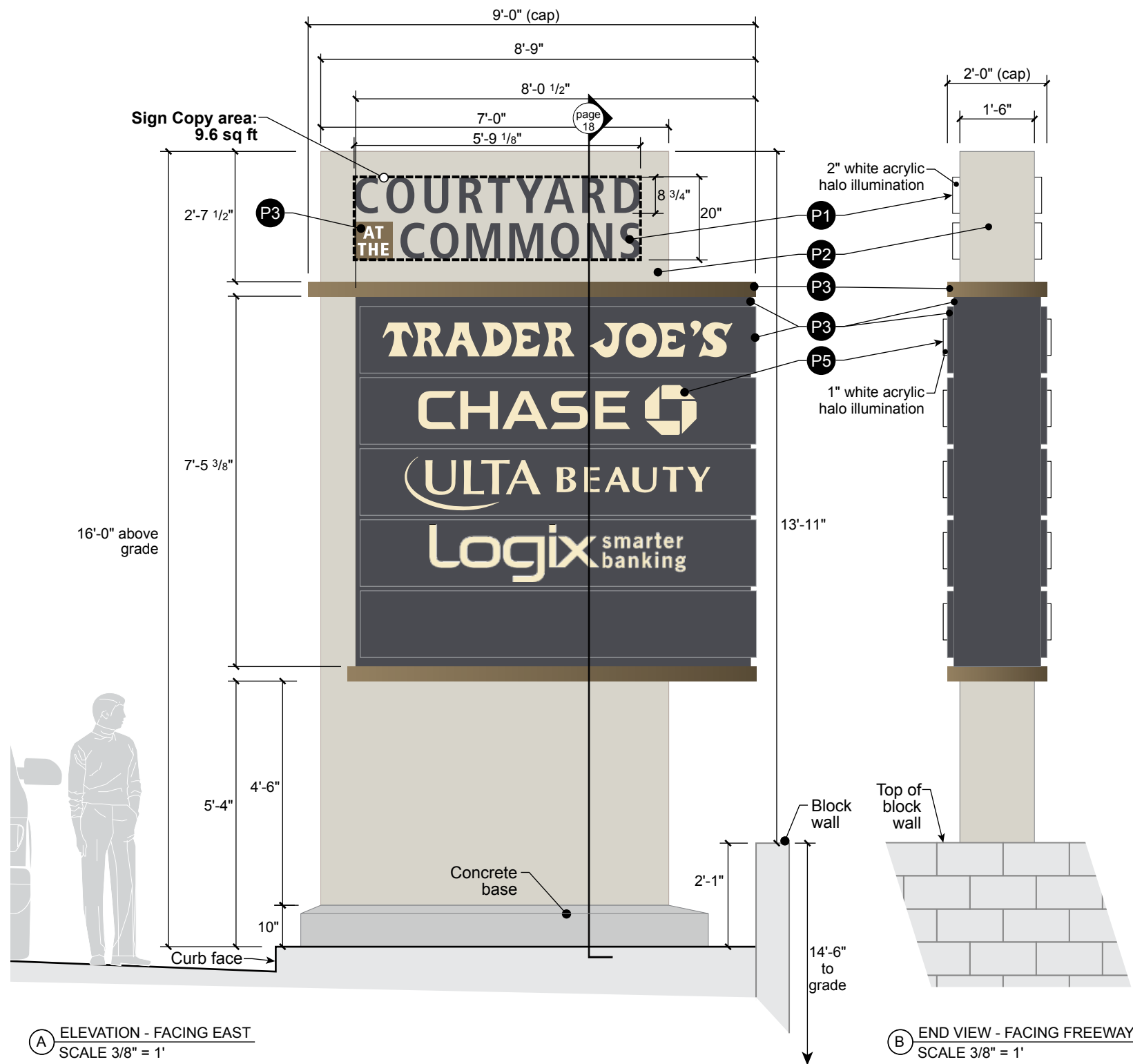


Colors referenced are shown in the Freestanding Sign Color & Material Guide on page 5.

Note: Specific attachment hardware, structural engineering, and primary/secondary electrical details are to be provided by contractor during the permit process.

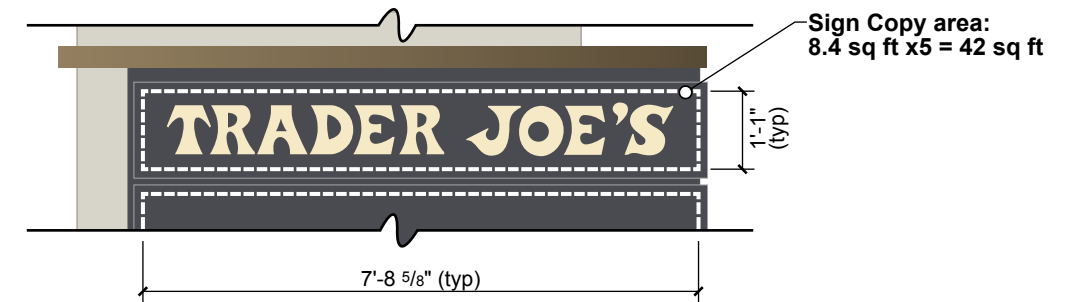
A CROSS-SECTION
SCALE 1 1/2" = 1'

Sign #4 - Freeway Facing Monument Sign Elevations & Guidelines



Note: Tenant text & logos are shown as examples for placement only. Actual tenant art and locations are subject to change at time of construction and as tenant change over time.

1. Illumination.
 - a. Only Center Identification text/logo and Tenant text/logos are illuminated. All other elements of sign are solid opaque material.
 - b. All text and logos are routed out of aluminum panels with push-thru halo edge-lit halo translucent acrylic, with black aluminum faces.
 - i. Center Identification text/logo to be 2" push-thru frosted white acrylic edge-lit with painted aluminum faces.
 - ii. Tenant text/logo to be 1" push-thru frosted white acrylic edge-lit with painted ivory aluminum faces.
 - c. All text and logos to be illuminated from behind with LED. See page 18 for construction and illumination details.
2. Colors and materials referenced in the elevation below are shown in the Freestanding Sign Color & Material Guide on page 5.
3. All opaque material except concrete to be painted aluminum.
4. Double-sided freestanding sign.
5. Tenant fonts.
 - a. All signs are subject to review in compliance with the Master Sign Program.
 - b. Typical tenant font is Frutiger LT Std 67 Bold Condensed.
 - c. Upper case: **ABCDEFGHIJKLMN OPQRSTUVWXYZ&**
 - d. Lower case: **abcdefghijklmnopqrstuvwxy z**
 - e. Numbers and symbols: **1234567890 \$! ? / . , ; - @ # % () < > + = ' " ***
6. Tenants may be allowed to use their branded text with Landlord approval.
7. Maximum letter height is 12" for any tenant.
8. Maximum combined Sign Copy is 51.6 square feet.

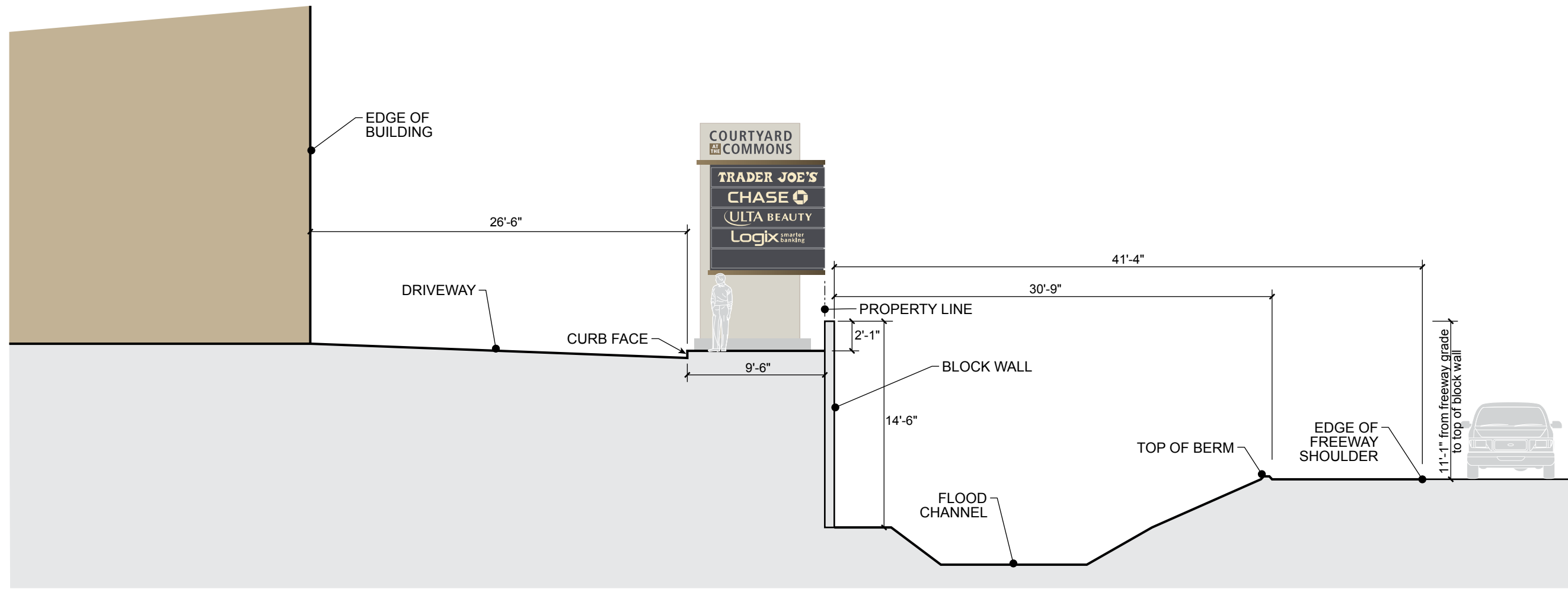
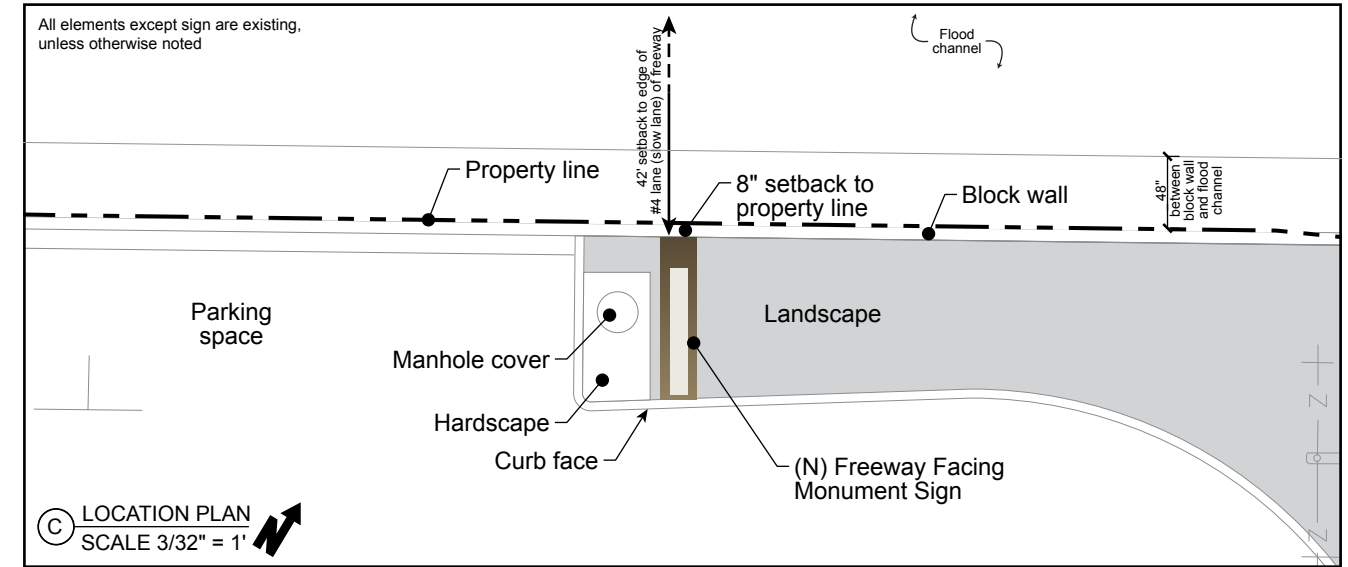


Center Identification Sign Copy area: **9.6 sq ft**
 Combined maximum tenant Sign Copy area: **42 sq ft**
 Total combined maximum Sign Copy area: **51.6 sq ft**

Sign #4 - Freeway Facing Monument Sign - Section Elev & Loc Plan

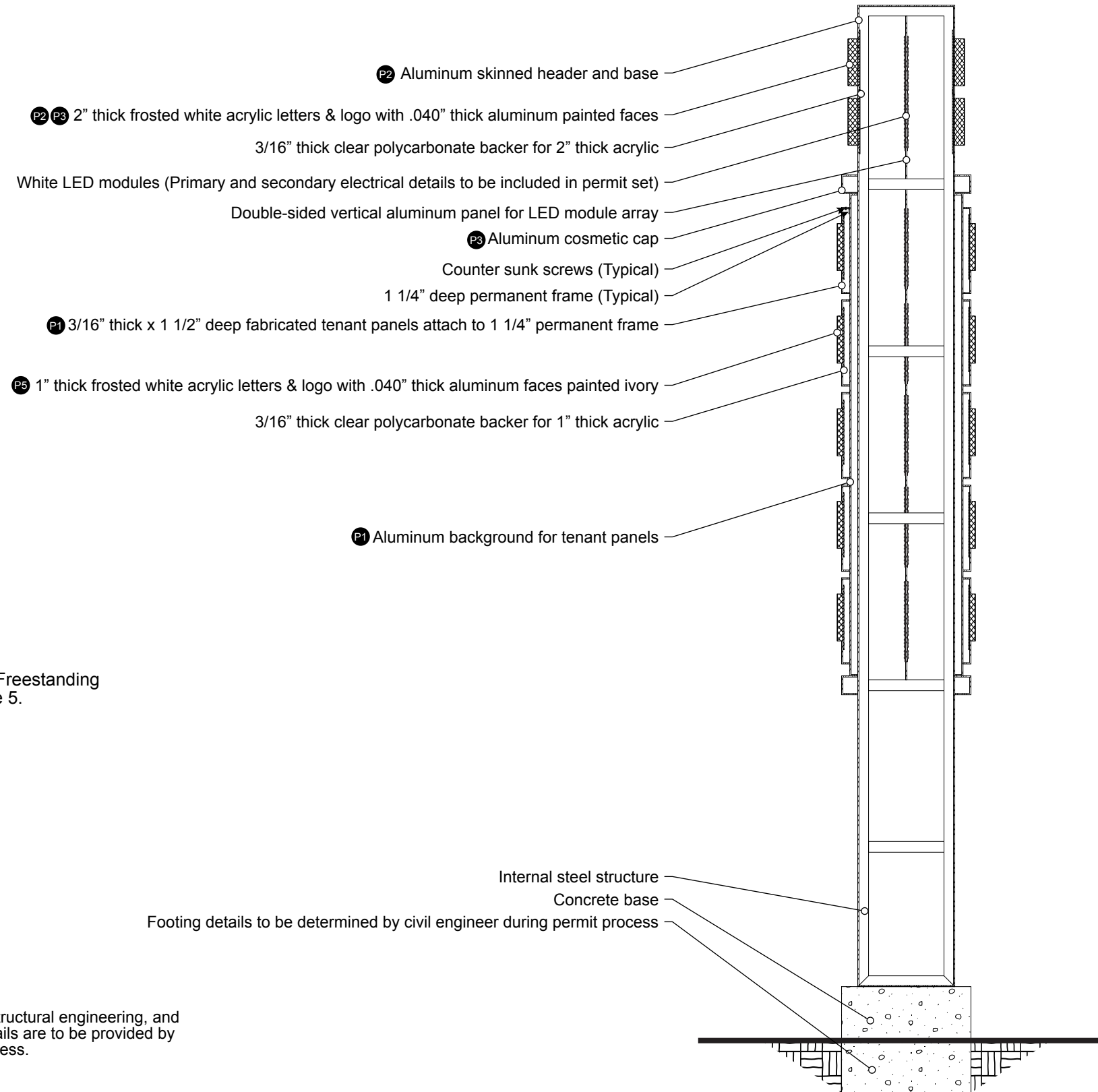


(B) RENDERING
SCALED AT SIGN LOCATION



(A) SECTION ELEVATION
SCALE 1/8" = 1'

Sign #4 - Construction & Illumination

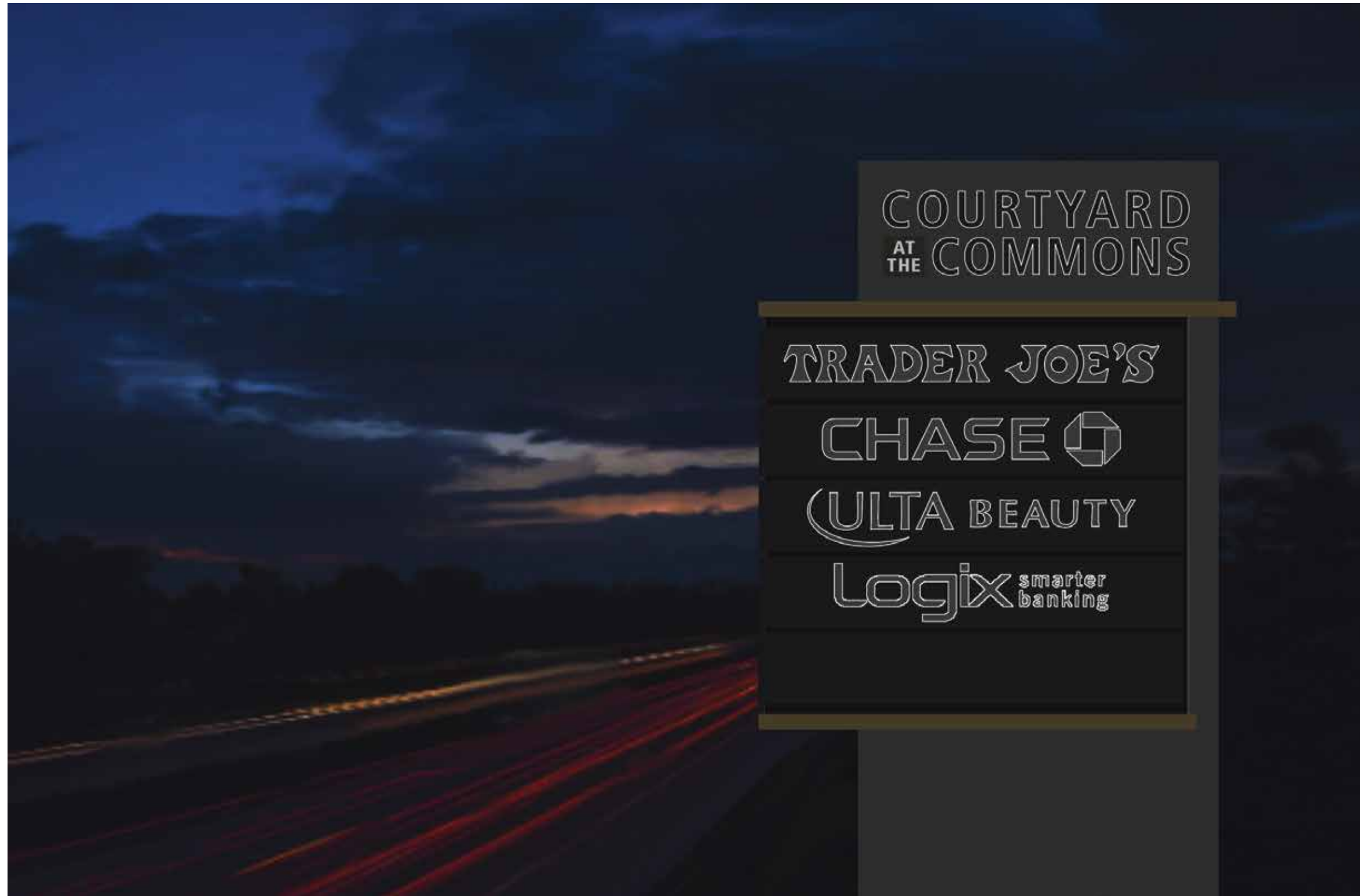


Colors referenced are shown in the Freestanding Sign Color & Material Guide on page 5.

Note: Specific attachment hardware, structural engineering, and primary/secondary electrical details are to be provided by contractor during the permit process.

A CROSS-SECTION
SCALE 1/2" = 1'

Sign #4 - Night Rendering



Aluminum painted faces (to block light) with frosted acrylic "push-thru" acrylic sides (to carry light) creates a sharper, more readable nighttime elegant halo effect.



Push-thru halo signage sample photo

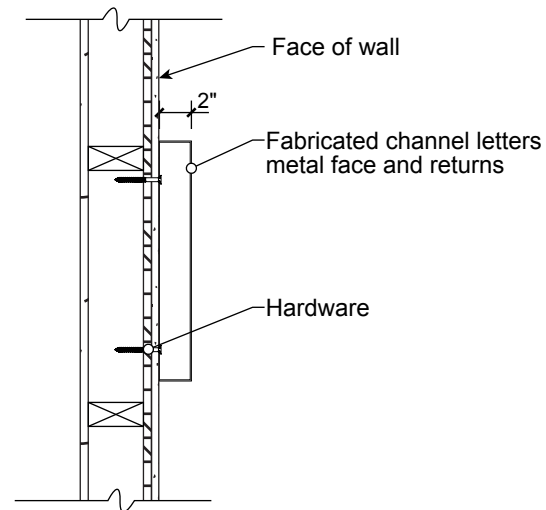
Nighttime "push-thru" acrylic halo effect simulation artist rendering.

Sign #5 - Freeway Facing Building Mounted Sign

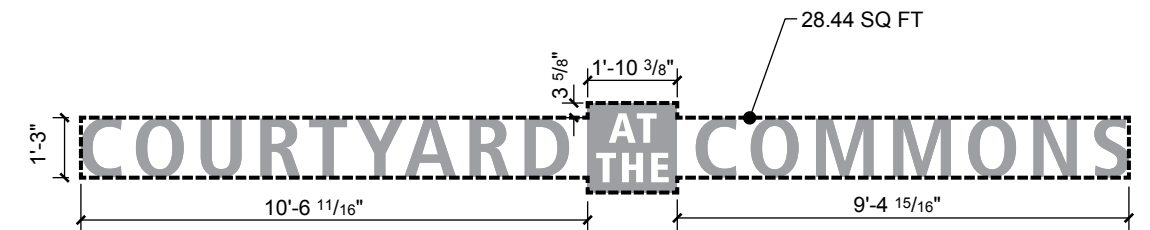


(A) ELEVATION
SCALE 3/8" = 1'

1. Maximum sign area: 28.44 sq ft (as measured with eight straight perpendicular lines).
2. Non-illuminated channel letters.
3. 2" deep flush-mounted letters.
4. 15" maximum letter height.
5. Letters are painted metal faces and returns.
6. Colors and materials referenced are shown in the Freestanding Sign Color & Material Guide on page 5.
7. Center sign vertically and horizontally within sign band area.



(B) CROSS-SECTION
SCALE 1" = 1'



(C) SIGN AREA CALCULATION METHOD
SCALE 1/4" = 1'