

ARCHITECTURAL GUIDELINES

FOR

**WOODRIDGE
COMMUNITY ASSOCIATION**

WOODRIDGE COMMUNITY ASSOCIATION

ARCHITECTURAL GUIDELINES

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**ARCHITECTURAL GUIDELINES
WOODRIDGE COMMUNITY ASSOCIATION**

I. PURPOSE

As set forth in Article 8 of the Declaration of Restrictions, the Architectural Review Committee is vested with the power to review, approve, or disapprove all improvements to residential lots and dwellings for Woodridge. Such improvements include, without limitations, additions, modifications and alterations to residential dwellings, signs, fences, walls, landscape, screens, changes to exterior paint colors or garage doors, patios and patio covers, gazebos, grading, and any other modifications to the exterior of a dwelling, or other improvements or alterations to your home or property.

The Architectural Review Committee does not seek to restrict individual creativity or personal preference, but rather to help assure a continuity in design and aesthetic harmony which will help preserve and improve the appearance of the Community and enhance the property values of all Owners in the Community.

The Architectural Review Committee shall be comprised of three (3) members. Members of the Architectural Review Committee shall receive no compensation for services rendered other than reimbursement by the Association for any expenses that might be incurred in performing their duties. The Architectural Review Committee has the right to retain architects or other construction specialists as may be necessary to perform its duties.

Prior to the commencement of any addition, alteration or construction work of any type on any residential lot and dwelling in Woodridge, you must first make an Application to the Architectural Review Committee for approval of such work. *Failure to obtain approval of the Architectural Review Committee shall constitute a violation of the Declaration of Restrictions affecting your home and may require modification or removal of unauthorized works of improvement at your expense and be subject to fines.* In addition, the City Building Department, or other governmental agencies prior to the commencement of any work may require a building or other permit. Neither the Architectural Review Committee, nor the Association assumes any responsibility for failure to obtain such permits. Also, obtaining such permits does not waive the obligation to obtain the Architectural Review Committee's approval. Approval from ARC does not constitute City or County approval, nor mitigates any City or County zoning or building code requirements.

**THE HOMEOWNER, NOT THE CONTRACTOR, IS RESPONSIBLE FOR
OBTAINING APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE.**

II. GUIDELINES – Please READ THIS!

A. Submission Procedure and Requirements

1) All "Requests" for Architectural Review Committee approval are to be made on the standard Woodridge Community Association (Woodridge) Home Improvement Form (Exhibit A).

2) Submission of Requests. All Requests are to be made in writing to:

The Woodridge Architectural Review Committee,

PMP Management, LLC

100 E. Thousand Oaks Blvd., Suite 220

Thousand Oaks, CA 91360

Or, place request in the container at the sales office.

It is recommended that the Application to the Architectural Review Committee be accomplished at least forty-five (45) days prior to scheduling your construction. No construction of any kind is permitted until all funds and applications are collected from the Homeowner and written approval from the Architectural Review Committee is received.

3) **Permits.** It is the Homeowner's responsibility to contact the appropriate city and/or county agencies to obtain all necessary building permits prior to any work.

4) **Application Fee.** The Board of Directors and the Architectural Review Committee shall require a \$100 application fee to be paid to Woodridge HOA, c/o PMP Management, LLC. In addition, failure to comply with the CC&R's, Architectural Guidelines and Rules & Regulations as set forth will be subject to fines. Note: Future Architectural Applications from the same Homeowner may require a \$100 application fee, but are subject to all guidelines.

5) **Construction Drawings.** Plans and specifications for works of improvement must be prepared in accordance with the applicable building codes, and with sufficient clarity and completeness to enable the Architectural Review Committee to make an informed decision on your request.

6) **Submission of Plans.** Please forward five (5) sets of your proposed plans and specifications, together with the standard Home Improvement Form (Exhibit A), and the \$100.00 Application Fee along with the following information to the Architectural Review Committee to constitute a complete Application. Please mail this information to the address noted above in item #2. Upon final approval, PMP Management, LLC will send the Notice of Approval to the Homeowner.

a) Plot plan drawn to scale showing the following:

i) All proposed improvements and relevant elevations, together with the desired location of such improvements to dwelling units.

ii) Complete dimensions of the proposed improvements.

b) Description of materials to be used, including the proposed color scheme. Samples should be provided.

c) Grading plans (if applicable) where the established drainage pattern might be altered by the proposed improvements.

d) Floor plans (if applicable) showing overall dimensions and area of improvements reflecting your preliminary design concept.

- e) Description of proposed construction schedule.
- f) Landscape plan and working drawings, including front and rear yard elevations relative to the front sidewalk and rear yard ground level. Note: Ground level elevation of the rear yard means the lowest level of the home's foundation.
- g) Homeowners can only access their lots from the Common Area Streets. If proposed improvements require access over the Common or Community Areas or Community Facilities other than streets for purposes of transporting labor or materials, written permission shall be required from the Architectural Review Committee and the Board of Directors prior to the commencement of your improvements.
- h) Any other information or documentation deemed to be necessary by the Architectural Review Committee in evaluating your request.
- i) It is the Homeowner's responsibility to convey all pertinent rules and guidelines to any person(s) that works on the home.

B. Failure to Comply with Required Procedures,

Failure to comply with the requirements and procedures set forth herein shall cause your request to be delayed pending submission of other information and documentation to the Architectural Review Committee. An incomplete Application will not be reviewed and will be subject to re-submission until all required fees and information are received.

C. Neighbor's Review of Architectural Plans & Responsibility of Neighbors,

Homeowner's have the responsibility of reviewing their plans with their impacted neighbors. Neighbors have the right to notify in writing to the Architectural Review Committee on any part of the plan that concerns them. However, neighbor review shall only be a courtesy and shall not be binding in any way on the Architectural Review Committee's decision.

Note: If a Homeowner wishes not to review their plans with their impacted neighbors, then the Architectural Review Committee reserves the right to review the plans with the Homeowner's neighbors for their input.

D. Time Frame for Front and Rear Yard Improvements,

Within 60 days of closing of escrow you must submit a complete application/submittal package (see page 7 item 3) to Fidelity Management Services for approval. THIS IS THE HOMEOWNER'S RESPONSIBILITY – NOT THE CONTRACTOR'S. After receiving written Notification that your plans have been approved from Fidelity Management Services, you have 120 calendar days to complete all improvements and file a written Notice of Completion (see page 15). Failure to meet these time frames will result in fines to the Homeowner on a monthly basis until the construction is complete.

E. Final Approval by Architectural Review Committee,

Decisions of the Architectural Review Committee and the reasons therefore shall be transmitted by Fidelity Management Services, to the applicant at the address set forth in the application for approval, within sixty (60) days after receipt by the Architectural Review Committee of all materials required. No construction of any kind is permitted until all funds have been collected and written approval from the Architectural Review Committee is received. If you have not received a response within 45 days, notify Fidelity Management Services, You then must receive a response within 15 days.

F. Appeal,

As a Homeowner, you have the right to appeal the Architectural Review Committee's decision. You must appeal in writing to the Board via the Management Company. Upon receipt of written appeal, the Management Company will inform the Homeowner of the date and time for the appeal of the Architectural Review Committee's decision for reconsideration by the Board.

G. Enforcement,

Failure to obtain the necessary approval from the Architectural Review Committee, or failure to complete the improvements in conformity with the plans and specifications approved by the Architectural Review Committee, shall constitute a violation of the Declaration of Restrictions and may require modifications or removal of any work of improvement at your expense. Pursuant to the provisions of the Declaration, the Board shall have the right to record against your home a Notice of Noncompliance that shall identify the reason(s) for such notice.

H. Violations,

All Owners in Woodridge shall have the right and responsibility to bring to the attention of the Architectural Review Committee, any violations of the Standards set forth herein. If violations are discovered during the construction process, the Architectural Review Committee may ask the Homeowner to make the corrections voluntarily. If the corrections are not made in a timely manner, the Homeowner may receive a "Cease and Desist" order and be called to a hearing to prove that the work they are performing is to Woodridge's standards and coincides with the plans.

I. Inspection,

Within sixty (60) days after Homeowner's filing of the Notice of Completion, the Architectural Review Committee may inspect any work for which approval of plans is required. This right to inspect shall include the right to require any Owner to take such action as may be necessary to remedy any noncompliance with the approved plans or with the requirements of the CC&R's, Architectural Guidelines and Rules & Regulations.

NOTICE OF COMPLETION

Upon completion of any work for which approval has been given, the Owner shall submit a written Notice of Completion (Exhibit B) to the ARC. The ARC's right to inspect the work and notify the responsible Owner of any Noncompliance shall terminate sixty (60) days after written notice from the Owner to the Architectural Review Committee that the work has been completed.

This time limit for inspection and notification by the Architectural Review Committee shall be extended indefinitely if this condition has not occurred.

If the ARC finds that such work was not done in substantial compliance with the approved plans, it shall notify the Owner in writing of such noncompliance within this sixty (60) day period and require the Owner to correct the matter. If the ARC fails to send a notice of Noncompliance to an Owner before this time limit expires, the work shall be deemed to comply with the approved plans.

If an Owner fails to remedy any Noncompliance within sixty (60) days from the date of notification from the Architectural Review Committee, the ARC shall notify the Board in writing of such failure. Upon notice and hearing, the Board shall determine whether there is a Noncompliance and, if so, the nature thereof. If a Noncompliance exists, the Owner shall remedy or remove the same within a period of not more than thirty (30) days from the date that notice of the Board ruling is given to the Owner. If the Owner does not comply with the Board ruling within that period, the Board, at its option, may record a Notice of Noncompliance, add an appropriate fine to the Homeowner's account and commence a lawsuit for damages or injunctive relief, as appropriate, to remedy the Noncompliance.

Step by Step Instructions for Construction

- 1) **Contractor.** Meet with the contractor you have chosen and give them a copy of the "Architectural Guidelines" and make sure they review the CC&R's. (It is the Homeowner's responsibility to insure that all the guidelines and rules have been met).
- 2) **Plans.** Have your contractor prepare plans on an 18" x 24" or 24" x 36" blueprint or bond copy using not less than 1/8" scale. Include on the plans or separately, all colors, specifications, catalogue samples and types of materials that you will be using. (The more information that we have to work with, the faster your plans will be approved). If you are unsure of what you need to present or need samples, please call Fidelity Management. Include the following information on or with your plans:
 - a) Footprint of the residence (shape of the residence) and all property lines.
 - b) All improvements proposed clearly dimensioned from the property lines and residence.
 - c) All items such as walls, pilasters, patio covers, walkways, plants, irrigation, yard drains and trees should be clearly identified.
 - d) Heights of all items constructed should be noted on the plans.
 - e) Colors and types of construction materials should be noted on the plans. Be very descriptive and leave nothing for interpretation.
- 3) **Submittals.** When your plans, specifications and information are ready to submit to the Architectural Review Committee for approval, have the contractor make five (5) copies of such and forward these "Submittals" to Fidelity Management with the required documents and funds. Your submittal should have the following to be considered complete:
 - a) A check for \$100.00 application fee.
 - b) A properly completed Application (see "Exhibit A", 2 pages)
 - c) Five (5) copies of plans and specifications.
- 4) **Approvals/Rejections**

Plan Approval. You will receive written notice within 60 calendar days as to whether your plans are approved or rejected. (Remember that no construction can begin until you receive written approval and you are subject to fines if you start construction without approval).

Approved. You will receive written approval if your plans are acceptable to the Architectural Review Committee. Along with the approved document you will receive a stamped copy of your blueprint to be kept on the project for reference when inspecting the project.

Rejected. You will receive a "Rejection Memo" and a copy of your blueprint with comments and markings of what needs to be clarified or what is unacceptable to the Architectural Review Committee. You should then make the required changes and submit the revisions to the Architectural Review Committee via Fidelity Management. There will be no additional fee and the plans will be expedited provided all information is present.

No Response. If you have not received a response within 45 days, notify Fidelity Management Services. You then must receive a response within 15 days.

- 5) **Construction.** When your plans have been approved in writing you should commence construction as soon as possible. Pay particular attention to the requirements in the CC&R's with regards to construction hours and removal of debris. (You are subject to fines if these rules are not adhered to).
- 6) **Changes.** Changes are acceptable provided you submit your change to the Architectural Review Committee via Fidelity Management prior to proceeding with such changes. A new plan is not required and you can show your changes on an 8 1/2 x 11 sheet. We will expedite approval of all changes provided all information is clear and meets the requirements of the CC&R's and Architectural Guidelines.
- 7) **Completion.** When you have completed your improvements and/or construction, you must fill out the "Notice Of Completion" (Exhibit B) and send it to the Architectural Review Committee via Fidelity Management. Make sure that the construction placards have been removed from your property prior to submitting this request. Please allow at least two to three weeks for the Architectural Review Committee to inspect your work.
- 8) **Records.** Please keep your plans and all correspondence on file at your residence in case any future business should come up.

III. ARCHITECTURAL STANDARDS AND GENERAL REGULATIONS

A. Structures.

- 1) Structural or material additions or alterations to exteriors of any building shall conform to the material, colors, character and detailing as established on existing lots and dwellings within the respective neighborhood.
- 2) Structures in this section shall conform to the original structural character of the existing dwelling.
- 3) Materials and construction shall comply with applicable provisions of the Uniform Building Code as well as the various other mechanical, electrical and plumbing codes related thereto.
- 4) Patio sun shades, balconies, arbors, trellis and gazebo structures shall incorporate the architectural materials and colors of the main structure. The use of wood is encouraged while metal, fiberglass and other incompatible materials are prohibited. All sun shades, arbors, trellis and gazebo structures shall be approved by the Architectural Review Committee. (See setback requirements, Section F).
- 5) Structures in this section shall have either trellis roofs or match the existing roofing material of your home and the existing roof pitch.
- 6) Structures under this section will be stained or painted to match the colors used on the Homeowner's dwelling.
- 7) In designing this addition, intrusion upon a neighbor's privacy, or the obstruction of passage of light or air to a contiguous lot or dwelling, shall be kept to an absolute minimum. The existing dwelling width cannot be changed.

B. Front and Rear Yard Landscaping and Other Related Improvements.

The Owner of each lot shall complete the installation of landscaping on the front yard of his/her lot, in accordance with CC&R's and Architectural Guidelines by the fourth (4th) month after the close of escrow. (Not inclusive of approval time. See "Time Frame" on page 4.) Each Owner shall obtain all necessary permits and shall comply with all requirements of the City of Thousand Oaks. No Owner shall further landscape or otherwise improve any Common Area or Facilities owned and maintained by Woodridge without the approval of the Board of Directors.

C. Drainage and Fill.

There shall be no interference with the established drainage patterns over any Common Area or Community Facilities. Drainage patterns or changes on any lot must be approved by the Architectural Review Committee and should not interfere with any Common Area, Community Facilities or Neighbor's Property.

- D. **Outside Installations.** No radio station or short-wave operators of any kind shall operate from any lot or dwelling unit unless approved by the Architectural Review Committee. No exterior radio antenna, C.B. antenna, television antenna, earth receiving station, large satellite dish, or other antenna of any type shall be erected or maintained in the properties unless approved by the Architectural Review Committee. No patio cover, wiring, or air conditioning fixture, water softeners, or other devices shall be installed on the exterior of a dwelling unit or be allowed to protrude through the walls or roof of the dwelling unit unless prior written approval from the Architectural Review Committee is obtained.
- E. **Fences and Walls.** No fence or wall shall be erected, altered or maintained on any lot in the properties, except with the prior written approval of the Architectural Review Committee. Any wall, which is constructed with the prior written approval of the Architectural Review Committee in the rear portion of a lot on or adjacent to a slope which rises above the plane of the lot, must contain an adequate number of weep holes or other openings to allow water to drain across such lot to the street and to prevent forcing water to run onto another lot in the properties.
- F. **Gazebos/Patio Covers/etc.** Setbacks must be a minimum of five (5) feet from side property line and ten (10) feet from rear property line. The height of any Gazebo/Patio Cover/etc, shall not exceed an overall height of twelve (12) feet from the lowest foundation level of the home. Architectural features, such as but not limited to cornices and eaves, shall not extend more than two (2) feet into any side yard setback and zero (0) foot into rear yard setback.
- G. **Columns and Pilasters.** The height shall not exceed three and one-half (3-1/2) feet from street view finished grade. Lighting fixtures on top of the columns or pilasters must not exceed two (2) feet in height. Note: Column/pilaster and lighting fixture combination may not exceed a maximum height of five feet six inches (5'-6") from the street view finish elevation. However, depending on certain lot grades relative to sidewalk elevation, limited exception will be considered, but must receive Architectural Review Committee's approval. In front yard, will need 10'-0" setback from property line.
- H. **Ornamental gates/fences.** An ornamental gate/fence must be consistent with the aesthetic harmony of the Woodridge Community fencing. Gates/fence plan must be submitted and approved by the Architectural Review Committee prior to installation. The color of any gate/fence must be consistent with the color scheme of the Woodridge Community gates/fences. Any deviation shall be considered inappropriate and in violation of the Woodridge Community Guidelines. Exception: Railings placed on a balcony or attached stairway may be painted to match to the color scheme of the home. This exception is subject to the review of the Architectural Review Committee to determine color acceptance.
- I. **Flagpoles.** The installation of flag poles shall be subject to review by the Architectural Review Committee.
- J. **Water Supply Systems.** No individual water supply system, fountains, sewage disposal system, or water softener system shall be permitted on any lot in the properties unless such system is designed, located, constructed and equipped in accordance with the requirements, standards and recommendations of any applicable water district, the City of Thousand Oaks, all other applicable governmental authorities, and within Architectural Guidelines. Any equipment shall be screened from public view.
- K. **Equipment and Storage Sheds.** Equipment and storage sheds should not be seen from the front of the home, and must be constructed of materials and painted to match main structure and be sited to meet all applicable rear and side yard setbacks.

- L. **Commercial Placards.** Commercial Placards are not allowable.
- M. **Satellite Dishes. (Maximum of 36 inches in diameter)**. No satellite dish shall be seen from any areas viewed by public, i.e., streets, parks, etc. Dish colors shall be limited to white, gray or dark gray and conform to the guidelines established in the CC&R's.
- N. **Parkways.** No permanent structures are allowed to be erected within 1-1/2 feet of any parkway.
- O. **Sidewalks and Streets.** The Homeowner is responsible to keep all public thoroughfares (for ex., sidewalks, streets) clear while construction is being done. In addition, it is the Homeowner's responsibility that all refuse be removed weekly. Homeowner and contractor are to pick up trash daily.
- P. **Right to Adopt Additional Architectural Standards.** The Architectural Review Committee may, from time to time, adopt and announce additional Architectural Standards to be administered through the Architectural Review Committee and adopted by the Board of Directors. Copies of such additional Architectural Standards, together with any Rules or Regulations adopted and announced by the Board of Directors, shall be on file at the office of Fidelity Management

NOTE:

Please read and understand these guidelines prior to beginning any construction or modification of your home. Please provide a copy of these guidelines to any person or persons working on your home. If you have any questions concerning these guidelines, please contact Fidelity Management Services.

IV. GENERAL CONDITIONS

- A. Woodridge Architectural Review Committee' approval does not constitute waiver of any requirements required by applicable governmental agencies. Architectural approval of plans does not constitute acceptance of any geo-technical or engineering specifications, and Woodridge assumes no responsibility for such. The function of the Architectural Review Committee is to review submittals as to continuity and aesthetics. All geo-technical and engineering matters are the responsibility of the lot Owner.
- B. An oversight of a Covenant, Condition or Restriction, or a Architectural Review Committee' policy does not constitute waiver of that rule and therefore, must be corrected upon notice.
- C. Ventura County and City of Thousand Oaks' ordinances require Homeowners to maintain correct grades of lots so that water drainage does not flow into adjoining properties or does not prevent off flow from same. Approved plans are not to be considered authorization to change the drainage plan as installed by the developer and approved by the local agencies.
- D. Access for equipment used in construction must be through your property only. Access over Community Property will not be permitted without prior approval from the Board of Directors.
- E. Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks or Community Property. Streets shall be kept free of debris so that they may drain properly.
- F. Building permits are the responsibility of the Homeowner.
- G. Any damage to Woodridge Community Property shall be replaced or repaired by a Woodridge subcontractor or Woodridge approved contractor. All applicable charges for restoration will be charged back to the Homeowner by Woodridge and is due and payable within 30 days from notification or assessment of penalties. Any removal of a Woodridge Community Property wall or fence will require approval from the Architectural Review Committee or Board of Directors and may require an additional Bond or Deposit prior to commencement.
- H. Approval of plans is not an authorization to proceed with improvements on any property other than the lot owned by the applicant.

HOME IMPROVEMENT FORM - EXHIBIT A (page 1 of 2)

Return to: Woodridge Community Association Fidelity Management Services, Inc.
9310 Topanga Canyon Blvd.
Suite 220-A.
Chatsworth CA 91311

Or, place request in the container at the sales office.

Homeowner _____ Date _____ Lot _____
Address _____ Phone: (Home) _____
Phone (Work): _____ Proposed Start Date _____ Completion Date _____

PROJECTS BEING SUBMITTED: (Please check the appropriate box)

____ Landscape: Front / Back ____ Hardscape/Patio Cover ____ Pool/Spa ____ Other

Homeowner Check List:

Five Sets of Drawings _____
Application Check \$100.00 _____

Make checks payable to Woodridge Community Association

PROPOSED PAINT & STONE COLORS:

Proposed Paint Colors
(Attach sample)

Proposed Paint Colors
(Attach sample)

Proposed Stone Colors
(Provide samples if requested)

Concrete Color

Surface to be Painted: _____
Brand & Color Name: _____

Surface to be Painted: _____
Brand & Color Name: _____

Neighbors' review of plans are required. The Architectural Review Committee will not grant approval without the neighbors' review. If an adjacent home is vacant, please contact the Sales Office to determine if it is in escrow. If not in escrow, builder should review and sign-off plans on behalf of adjacent lot.

For Fidelity Management Use

Received by Fidelity Management _____

Application Complete: Yes / No

Date Sent to Architectural Review Committee _____

Date Received by Woodridge Architectural Review Committee _____

\$100

HOME IMPROVEMENT FORM - EXHIBIT A (Page 2 of 2)

Neighbors' review of plans are required. The Architectural Review Committee will not grant approval without the neighbors' review. If an adjacent home is vacant, please contact the Sales Office to determine if it is in escrow. If not in escrow, builder should review and sign-off plans on behalf of adjacent lot.

Neighbors, before you sign this approval, make sure you understand all the work that is to be performed.

Neighbor on Left Side:
(Facing house) _____
Please print name

Address

Signature _____ Date _____

Comments: _____

Neighbor on Right Side:
(Facing house) _____
Please print name

Address

Signature _____ Date _____

Comments: _____

Neighbor impacted – Front
of Property _____
Please print name

Address

Signature _____ Date _____

Comments: _____

Neighbor impacted – Rear
of property _____
Please print name

Address

Signature _____ Date _____

Comments: _____

I AGREE TO ABIDE BY THE GUIDELINES SET FORTH BY WOODRIDGE AND THE ARCHITECTURAL REVIEW COMMITTEE AND UNDERSTAND AND AGREE THAT no work on this request shall commence until all fees have been paid and written approval has been granted by the Architectural Review Committee. I also agree to resubmit in writing any changes to plans which have already been approved by the Architectural Review Committee. Furthermore, I agree to complete all improvements and maintain my lot in accordance with my approved plans and the CC&R's of the Association.

Owner Signature & Date

Owner Signature & Date

FOR ARCHITECTURAL REVIEW COMMITTEE'S USE ONLY:

- APPROVED DISAPPROVED FURTHER INFORMATION REQUIRED (see comments)
 APPLICATION FEE RECEIVED PLANS RETURNED

Architectural Review Committee Member Signature

Architectural Review Committee Member Signature

Date

Date

DATE PLANS RETURNED _____

EXHIBIT B

WOODRIDGE COMMUNITY ASSOCIATION

NOTICE OF COMPLETION

(To be submitted once all construction has been completed)

Notice is hereby given that: _____

The undersigned is the Owner(s) of the property located at

(Street Address)

(Home phone # - to schedule walk-thru)

The work of improvement on the described property was **COMPLETED ON THE**

_____ day of _____ 2000 in accordance with the

Architectural Review Committee's written approval of the above Owner's plans and submitted package.

Signature of Owner

Date

RETURN TO: **Woodridge Community Association**

Fidelity Management Services, Inc.
9310 Topanga Canyon Blvd.
Suite 220-A
Chatsworth CA 91311

For Architectural Review Committee's Use Only:

Was the job completed within guidelines and without any violations? Yes / No

If not, please explain. _____

If so, Architectural Review Committee Members please sign and date

Architectural Review Committee Member

Date

Architectural Review Committee Member

Date

WOODRIDGE COMMUNITY ASSOCIATION

ENFORCEMENT PROCEDURE

1. Discovery of Violation

- A. Any violation that is an alleged violation of the documents and the rules of the Association will be processed according to the procedures outlined herein.
- B. In the event one or more members of the Association or Board of Directors file a Violation Report, the Board would act as follows:
 1. Send a letter to the Homeowner stating the alleged violation and date needed to cure said violation.
 2. Upon expiration of the cure date, if the violation still exists, a second letter will be sent stating that the failure to abide by Association Rules and Regulations has imposed a hardship on the Association and the Owner will be asked to attend a hearing with the Board of Directors.
 3. The Homeowner will be notified as to the decision rendered by the Board of Directors as a result of the hearing. If the Homeowner is found to be in violation of the Association's documents, the Board will either a) seek remedy by use of the legal system, b) apply monetary fines to the Homeowner's assessment billing, c) choose to correct (or cause to be corrected) the violation and assess the Owner for reimbursement of costs, d) suspend voting privileges, or rights to utilize any Association recreational facilities or common area parks, e) record a notice of noncompliance encumbering the lot, or, f) a combination thereof.
 4. If the decision is to pursue a monetary fine system, the Woodridge's Fine Schedule will apply.

NOTE: A violation is defined as an act in conflict with the CC&R's, Bylaws, Rules and Regulations and Architectural Guidelines of the Association.

Woodridge Community Association

Acknowledgment of Receipt Form

Architectural Guidelines

Notice is hereby given that: _____

The undersigned is the Owner(s) of the property located at:

(Street Address)

(Phone number)

Acknowledge receipt of the Woodridge Architectural Guidelines on:

_____ day of _____ Year _____

(Signature of Owner)

(Signature of Owner)

(Date)

(Date)

Sales office please, *Tear this signed page off and RETURN TO:*

WOODRIDGE COMMUNITY ASSOCIATION

Fidelity Management Services, Inc.

9310 Topanga Canyon Blvd.

Suite 220-A

Chatsworth CA 91311