

WOODRIDGE COMMUNITY ASSOCIATION

August 14, 2023

Re: Proposed Architectural Guidelines for Woodridge Community Association

Dear Woodridge Homeowners,

Enclosed is a copy of a proposed Architectural Guidelines for Woodridge Homeowners Association (the "Association"). Pursuant to California Civil Code Sections 4355 and 4360, the Association's homeowners/members are required to be given a 28-day comment period prior to the Rules and Regulations & ADU Policy being adopted by the Board. Accordingly, enclosed are a copy of the proposed guidelines for your review and comment. If adopted by the Board, the updated Architectural Guidelines will be made effective operating rules of the Association.

When submitting any questions or comments to PMP Management in response to the updated Architectural Guidelines, please ensure that you have received a confirmation that your email or letter was received for your questions or comments to be considered. Please resubmit if you did not receive confirmation.

Comments or questions will still be considered by the Board until 12:00 PM on Wednesday, September 20, 2023. After this deadline, questions or comments are not required to be considered by the Board, and please be advised that any comments you may provide to the Board are advisory only and not binding. You may send your written comments to the Board by mailing to PMP Management at 515 Marin Street, Suite 404, Thousand Oaks, CA 91360, or emailing care@PMPmanage.com.

Should you have any questions, please contact PMP Management.

Thank you,

PMP Management

On behalf of the Woodridge Board of Directors



DRAFT #7 June 7, 2023

**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 (ARC) 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 ARC 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.

Members of the ARC 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 ARC has the right to retain architects or other construction specialists as may be necessary to perform its duties.

II. GUIDELINES

All fees must be paid, all relevant City building permits must be obtained, and written approval must be granted by the ARC. When required, the homeowner must attach a copy of the city building permit(s). If the required building permit(s) is not included, your application will not be processed.

A. Submission Procedure and Requirements:

1) All "Requests" for ARC approval are to be made on the standard Woodridge Community Association Home Improvement Application (Exhibit A).

2) Submission Requests: All requests must be in writing and mailed or emailed to the Woodridge ARC c/o the Management company. (Their name and address are noted on the application.)

It is recommended that completed Applications be submitted to the ARC at least forty-five (45) days prior to the proposed start date. No construction of any kind is permitted until all fees, applications and pertinent City permit(s) are received from the Homeowner and written approval from the ARC is received.

3) Permits: Prior to any work, it is the Homeowner's responsibility to contact the appropriate city and/or county agencies to obtain all necessary/required permits.

4) Application Fee: The Board of Directors and the ARC shall require a \$100 application fee to be paid to Woodridge HOA, c/o The Management Company. Failure to comply with the CCR's, Rules

& Regulations, and Architectural Guidelines, as set forth will be subject to fine(s) and/or other penalties.

Note: Future/separate Architectural Applications from the same Homeowner may require an additional \$100 application fee and are subject to all ARC 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 ARC to make an informed decision on your request. These drawings must include, but are not limited to, exact dimensions, heights, materials used, color proposals, etc.

6) Submission of Plans:

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 and exact dimensions of the proposed improvements.

b) Description of materials to be used, including the proposed color scheme. Samples must be labeled and displayed in FRONT of your home.

c) If applicable, detailed grading plans where the established drainage pattern might be altered by the proposed improvements and any required city permit(s) must be submitted.

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, construction workers, contractors, delivery vehicles, etc., 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 ARC and the Board of Directors prior to the commencement of your improvements.

h) Any other information or documentation deemed to be necessary by the ARC in evaluating your request.

i) It is the Homeowner's responsibility to convey all pertinent rules and guidelines to any person(s) that work on the home, deliveries, placement of materials, etc.

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 or denied, pending submission of other information and documentation to the ARC. Incomplete applications will not be processed and will be subject to resubmission until all required fees and

information are received.

Any unapproved modifications, including, but not limited to, changing paint color(s) materials, dimensions, etc. may nullify the ARC approval.

C. Neighbor's Review of Architectural Plans (See Exhibit B)

It is the Homeowner's responsibility to review their plans with their impacted neighbors.

Neighbors have the right to notify in writing to the ARC 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 ARC's decision.

Note: The ARC reserves the right to review the plans with the Homeowner's neighbors for their input.

D. Time Frame for-Improvements

After receiving written notification that your plans have been approved from The Management Company you have 120 calendar days to complete all improvements and file a written Notice of Completion. (Exhibit D) Failure to meet these time frames will result in fines and/or other penalties to the Homeowner monthly until the construction is complete.

E. Final Approval by ARC

Decisions of the ARC and the reasons therefore shall be transmitted by The Management Company to the applicant at the address set forth in the application for approval, within forty-five (45) days after receipt by the ARC of all materials required. No construction of any kind is permitted until all funds have been collected and written approval from the ARC is received. If you have not received a response within 45 days, please notify the Management Company, as the ARC has up to 45 days to approve the application.

F. Appeal(s)

As a Homeowner, you have the right to appeal the ARC'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 ARC's decision for reconsideration by the Board.

G. Enforcement

Failure to obtain the necessary approval from the ARC, or failure to complete the improvements in conformity with the plans and specifications approved by the ARC, 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 ARC, any violations of the Standards set forth herein. If violations are discovered during the construction process, the ARC 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, all said work is to be halted immediately. The homeowner shall be called to a hearing and demonstrate the work they are performing coincides with the plans, adheres to the Woodridge's CC&R's, Rules & Regulations, Architectural Guidelines, and City standards and permit(s).

Any violation that is an alleged violation of the documents and the rules of the Association will be processed according to the Woodridge Rules and Regulations.

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

I. Inspection

Within sixty (60) days after Homeowner's filing of the "Notice of Completion" (Exhibit D) the ARC 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, Rules & Regulations, and Architectural Guidelines at the Homeowner's expense.

J. NOTICE OF COMPLETION (Exhibit D).

Upon completion of work, for which approval has been given, the Owner shall submit a written Notice of Completion (Exhibit D) 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 ARC that the work has been completed.

If this condition/Notice of Completion (Exhibit D) has not occurred, this time limit for inspection and notification of violations, by the ARC shall be extended indefinitely.

If the ARC finds that such work was not done in 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, at the Homeowner's expense. 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 ARC, the ARC shall notify the Board in writing of such failure. Upon notice and hearing, the Board shall determine whether there is noncompliance and, if so, the nature thereof. If 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(s) to the Homeowner's account and commence a lawsuit for damages or injunctive relief, as appropriate, to remedy the noncompliance.

K. Recommended Step by Step Instructions for Construction

- 1. Contractor:** Meet with the contractor and give them a copy of the "Architectural Guidelines". Make sure they read and understand the Woodridge CC&R's, Rules & Regulations, and Architectural Guidelines. (It is the Homeowner's responsibility to ensure 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. "Estimated", and "Undecided" details will not be approved. Be very descriptive and leave nothing for interpretation. 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 The Management Company.

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. Exact heights and locations of all items constructed shall be noted on the plans.
 - e. Exact colors and types of construction materials shall be noted on the plans.
3. **Submittals:** When your plans, precise specifications and information are ready to submit to the ARC for approval, submit the completed:
 - a. HOME IMPROVEMENT APPLICATION (Exhibit A)
 - b. NEIGHBOR'S REVIEW OF ARCHITECTURAL PLANS (Exhibit B)
 - c. HOMEOWNER CHECK LIST (Exhibit C)
 - d. NOTICE OF COMPLETION (Exhibit D)

4. **Approval/Rejection:**

Plan Approval - You will receive written notice within 60 calendar days as to whether your plans are approved or rejected. NO construction can begin until you've received written approval. If you start construction without approval, you are subject to fines and/or other penalties.

Approved - If your plans are acceptable to the ARC, you will receive written approval.

Rejected - You will receive a "Rejection Memo" with comments of what needs to be clarified or what is unacceptable to the ARC. You should then make the required changes and submit the revisions to the ARC via The Management Company. There will be no additional fee and the plans will be expedited provided your application is complete.

No Response - No Response - If you have not received a response within 30 days, it is suggested that you notify the Management Company, so that the association will then respond within 15 business 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, and Rules & Regulations with regards to construction hours and removal of debris. (You are subject to fines and/or other penalties if these rules are not adhered to).
6. **Changes:** Changes are acceptable provided you submit your change to the ARC via The Management Company prior to proceeding with such changes. If changes are not significant, a new plan may not be required. Please show your changes on an 8 1/2 x 11 sheet. ARC will expedite approval of all changes provided they are not extensive, and applicants provided all new proposed changes in detail. The modifications must meet the requirements of the CC&R's and Architectural Guidelines and shall include any required City

permits. Significant modifications may require the submission of additional documentation.

7. **Completion:** When you have completed your improvements and/or construction, you must fill out the "Notice of Completion" (Exhibit D). It must be sent to the ARC via The Management Company. Prior to submitting this request make sure that the construction placards have been removed from your property. Please allow at least two to three weeks for the ARC to inspect your work.
8. **Records:** Please keep your plans and all correspondence on file, indefinitely, at your residence. Please transfer these documents to any future owner(s).

III. ARCHITECTURAL STANDARDS AND GENERAL REGULATIONS

A. **Structures**

- 1) Structural or material additions or alterations to the exteriors of any building shall conform to the material, colors, character, and detailing as established on existing homes and dwellings within the 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 sunshades, balconies, arbors, trellis, and gazebo structures shall incorporate the architectural materials and colors of the main structure. All sunshades, arbors, trellis, and gazebo structures shall be approved by the ARC and comply with all Woodridge Association and The City of Thousand Oaks 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. **Other Related Improvements**

The Owner shall complete landscaping in accordance with CC&R's, Rules & Regulations, and Architectural Guidelines. The Homeowner 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 owned and/or maintained by Woodridge or where an easement exists, 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 ARC 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 or dwelling unit unless approved by the ARC. No exterior radio antenna, C.B. antenna, television antenna, earth receiving station, large satellite dish, or another antenna of any type shall be erected or maintained in the properties unless approved by the ARC. No patio cover, wiring, 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 ARC is obtained.
- E. **Fences and Walls** No fence or wall shall be erected, altered, re-built, or maintained on any lot in the properties, except with the prior written approval of the ARC, and if applicable, a City permit. Any wall, which is constructed with the prior written approval of the ARC 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.
- Any wall or fence erected, altered, or re-built on, or adjacent to, a slope which rises above the plane of the lot shall require a City of Thousand Oaks inspection and building permit.
- 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 ARC's approval. In front yard, will need 10'-0" setback from property line.
- H. **Ornamental Gates/Fences** Gate or Fence plans must be submitted and approved by the ARC 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 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 ARC to determine color acceptance.
- I. **Flagpoles** The installation of flag poles shall be subject to review by the ARC.
- 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 and requires a "Home Improvement Application." All 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.

Overnight parking or storage of trucks, dumpsters or materials on Community streets is prohibited without ARC approval. This includes, but is not limited to dumpsters, cement mixers, construction materials, i.e., sand, gravel, lumber, etc. Said vehicles or materials shall be properly stored out of the common area "Right of way" and shall not block 2-way access on Common Area streets or sidewalks. All materials approved to be temporarily stored on Common Area streets shall be highly visible, marked off on all sides by florescent/reflective cones and visible at night to all vehicles and pedestrian traffic

- 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** Homeowner is responsible to keep all public thoroughfares (i.e., sidewalks, streets, parkways, etc.) clear while construction is underway. It is the Homeowner's responsibility that all refuse be removed weekly. The Homeowner and contractor are to pick up trash daily.

Portable Toilets Residents must receive prior approval from the Board before placing a portable toilet on the Resident's driveway or other areas visible from the Common Area. Unless otherwise approved by the Board, a portable toilet must be placed on the Resident's driveway with minimal view from the street and other Residents, or preferably in the backyard. All portable toilets must be placed with the door facing away from the street. Placement of a portable toilet within the Association may not exceed thirty (30) days. Written approval by the ARC is required for an extension of this time. Port-a-Potties must be removed within five (5) business days of completion or when your ARC Application expires, whichever occurs first.

- P. **Right to Adopt Additional Architectural Standards** The ARC may, from time to time, adopt and announce additional Architectural Standards to be administered through the ARC 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 shall be on file with the Management Company.

NOTE: Please read and understand the CC&R's, Rules & Regulations, and Architectural Guidelines prior to beginning any construction or modification of your home. Please provide a copy of all guidelines to any person or persons working on your home. If you have any questions concerning these guidelines, please contact The Management Company.

HOME IMPROVEMENT APPLICATION (Exhibit A)

(Page 1 of 4)

*** Please read and understand the CC&R's, Rules & Regulations and ARC Guidelines. (For more information contact The Management Company or visit PMP's Gateway.)*

*** Incomplete applications will not be processed and may affect your start date.*

Today's Date _____

Homeowner's Name _____

Address _____

Cell Phone (_____) _____

Work Phone (_____) _____

Email _____

Proposed Start Date _____

Estimated Date of Completion _____

ACKNOWLEDGMENT OF RECEIPT OF WOODRIDGE ESTATES ARCHITECTURAL GUIDELINES

Notice is hereby given that

(Print Owner's Name)

(Print Owner's Name)

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

(Street Address)

Acknowledge the receipt of and understand the Woodridge Estates Architectural Guidelines

(Signature of Owner) (Date)

(Signature of Owner) (Date)

HOME IMPROVEMENT APPLICATION (Exhibit A)

(Page 2 of 4)

HOME IMPROVEMENTS BEING SUBMITTED

(Please check all that is relevant to your home improvement project.)

1. PROPOSED PAINT COLORS

**** Proposed paint color(s) are to be painted, dry and displayed (2' x 2') on the FRONT of the home WITH the corresponding manufacturer's paint swatch. Electronic paint swatches alone will not be accepted.**

_____ Surface to be painted (i.e., Stucco, window trim, fascia, cornice, column, gutter, downspout, etc.)

_____ Brand, color name & number _____

_____ Surface to be painted (i.e., Stucco, window trim, fascia, cornice, column, gutter, downspout, etc.)

_____ Brand, color name & number _____

_____ Surface to be painted (i.e., Stucco, window trim, fascia, cornice, column, gutter, downspout, etc.)

_____ Brand, color name & number _____

_____ Surface to be painted (i.e., Stucco, window trim, fascia, cornice, column, gutter, downspout, etc.)

_____ Brand, color name & number _____

HOME IMPROVEMENT APPLICATION (Exhibit A)

(Page 3 of 4)

2. PROPOSED HARDSCAPE (Pool, spa, patio, patio cover, walls, fences, planters, fire pit, fountain, stone, pavers, brick, cement, etc.)

****Obtaining City permits is the homeowner's responsibility. Contact the City of Thousand Oaks Community Development Building Division with any questions.**

**** When required, the homeowner must attach a copy of the City building permit(s). If the required building permit is not included, your application will not be processed. A City building permit is required for, but not limited to, any projects that changes the configuration, building or removal of walls, pipes, wiring, roofs, etc. The removal and or modification to walls or fencing requires ARC approval and may require City permits.**

**** One (1) set of Drawings/Plans to accompany home improvements.**

**** Samples must be labeled and displayed in FRONT of your home.**

Proposed project _____

_____ Name, type & color of material _____
_____ Drawings/Plans (Mandatory)
_____ If applicable, City permit(s) obtained

Proposed project _____

_____ Name, type & color of material _____
_____ Drawings/Plans (Mandatory)
_____ If applicable, City permit(s) obtained

Proposed project _____

_____ Name, type & color of material _____
_____ Drawings/Plans (Mandatory)
_____ If applicable, City permit(s) obtained

HOME IMPROVEMENT APPLICATION (Exhibit A)

(Page 4 of 4)

3. CITY PERMITS

-If applicable, has the City of Thousand Oaks Building Division been contacted?

YES NO

-Is a City Permit(s) required? YES NO

(Date the City was contacted)

(Name of person contacted)

(Title of person)

() _____
(Phone number) (Extension)

4. PROPOSED LANDSCAPE

____ Front yard
____ Backyard
____ Drawings/ Plans
Proposed project _____

5. PORTABLE TOILET

(Company Name) () _____
(Phone Number)

Before placing a portable toilet on the homeowner's driveway or other areas visible from the Common Areas, the homeowner shall receive approval from the ARC. The portable toilet shall be placed on the Resident's driveway with minimal view from the street and other residents. All portable toilets shall be placed with the door facing away from the street. Port-a-potties must be removed within five (5) business days of completion or when your approved ARC Application expires, whichever occurs first.

6. STREETS

Before placing a dumpster or any building material on the street, or any area visible from the Common Areas, the homeowner shall receive approval from the ARC.

(Name of Company)

() _____
(Phone number)

NEIGHBOR'S REVIEW OF ARCHITECTURAL PLANS (Exhibit B)

(Page 1 of 2)

- **The neighbors' review of plans is required.*
- **This is the homeowner's responsibility.*
- **The ARC will not grant approval without the neighbors' review.*
- **Neighbors, before signing this approval, make sure you understand all the work to be performed.*

1. Facing the house. Neighbor on the left.
Comments _____

(Print Name)

(Address)

(Signature)

(Date)

2. Facing the house. Neighbor on the right.

Comments _____

(Print Name)

(Address)

(Signature)

(Date)

3. Neighbor directly across the street.

Comments _____

(Print Name)

(Address)

NEIGHBOR'S REVIEW OF ARCHITECTURAL PLANS (Exhibit B)

(Page 2 of 2)

4. Neighbor behind the property.

Comments _____

(Print Name)

(Address)

(Signature)

(Date)

HOMEOWNER CHECK LIST (Exhibit C)

(Page 1 of 1)

**Please ensure all relevant paperwork is signed, dated and complete.

***Incomplete applications will not be processed. Incomplete applications will delay the approval and possibly effect your start date. If more room is needed to complete your application, please attach the appropriate paperwork.*

_____ "Home Improvement Application" (Exhibit A).

_____ "Acknowledgement of Receipt Woodridge Estates Architectural Guidelines Form."

_____ Proposed paint color(s) are painted, dry and displayed (2' x 2') on the FRONT of the home WITH the corresponding manufacturer's paint swatch. Electronic paint swatches alone will not be accepted.

_____ All proposed stone, pavers, bricks etc. are to be labeled and displayed in the FRONT of the home.

_____ When required, the Homeowner must attach a copy of *all* City building permit(s). *A City building permit is required for, but not limited to, any projects that change the configuration, building, or removal of walls, pipes, wiring, roofs, etc. If the required building permit(s) is not included, the Home Improvement Application will be DENIED.*

_____ One (1) sets of Drawings/Plans.

_____ "Neighbor's Review of Architectural Plans" (Exhibit B).

_____ "Homeowner's Checklist" (Exhibit C).

_____ Home Improvement Application Check \$100.00.

_____ Make checks payable to: Woodridge Community Association.

_____ Return to: Woodridge Community Association
PMP Management, LLC
515 Marin Street (Suite 404) Thousand Oaks, CA 91360

_____ "Notice of Completion" (Exhibit D).

NOTICE OF COMPLETION (Exhibit D)

(Page 1 of 1)

**** This form must be submitted within 5 business days of completion to:**

Woodridge Community Association
PMP Management, LLC
515 Marin Street (Suite 404)
Thousand Oaks, CA 91360

Notice is hereby given that

(Print Owner's Name)

(Print Owner's Name)

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

(Street Address)

In accordance with The ARC's written approval of the above Owner's plans and submitted application the home improvement on the described property was completed

on

(Date)

The homeowner is available for walk through inspection on the following three (3) dates and times:

1.

(Date)

(Time)

2.

(Date)

(Time)

3.

(Date)

(Time)

(Signature of Owner)

(Date)

(Signature of Owner)

(Date)

ALL SIGN OFFS OF FINAL INSPECTION MUST BE SUBMITTED.