

Chapter 3

ARCHITECTURAL GUIDELINES AND STANDARDS\*

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\* **Note**--All fees and charges are subject to change by the Board of Directors without notice.  
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WOODBIDGE VILLAGE ASSOCIATION CODE

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**Section 3-000. Introduction.**

(a) One of the responsibilities of the Woodbridge Village Association is the control of the physical character of the village to enhance the desirability and attractiveness of the community.

(b) The Woodbridge Village Association is charged with the administration and enforcement of architectural control within the community by the authority given to it in the Covenants, Conditions and Restrictions ("CC&Rs").

(c) The CC&Rs provide for an Architectural Committee with the authority to review and approve all Home Improvement Applications and associated drawings submitted to it for all architectural improvements within the village. The CC&Rs also provide the Board of Directors the authority to establish Architectural Standards to be administered by the Architectural Committee. These Architectural Guidelines and Standards apply to all single family detached homes, townhomes and condominiums within the Village. Where applicable, the term "owner", "homeowner", and "property owner" shall also mean and include all Maintenance Associations within the Village.

(d) The Architectural Committee members are volunteers who serve as an arm of the Board of Directors. They must have a desire and an appropriate background to review homeowner applications. They are appointed by the Board of Directors.

(e) The Architectural Committee is assisted by the Community Relations staff members who act as liaisons between the homeowner and the committee, providing adequate information to the committee on each application. This department works with the homeowners during the review process, and the staff are available by telephone or at the Association's office to answer any questions.

(f) Pursuant to the Master Declaration and the Membership Agreement, owners of property in Woodbridge have agreed that the Architectural Committee may adopt reasonable architectural standards. Accordingly, the owners have agreed to be bound by these Architectural Standards.

(g) The CC&Rs provide the authority to establish procedural rules and to assess reasonable fees appropriate to the type and nature of the proposed improvement for which an application has been submitted. (Revised and Restated 4-7-99)

**Section 3-100. Purpose of Architectural Standards.**

(a) The purpose of these Architectural Standards ("Standards") is to continue the physical character as established by the initial development of the village, consistent with the City of Irvine zoning. The intent is to give specific design criteria to residential property owners for subsequent improvements after the completion of original construction.

(b) The Standards are written to preserve a high quality of appearance, to assure compatibility among improvements, and to protect and enhance the community's overall value. They are intended to be used by property owners and consultants in preparing Home Improvement Applications and associated drawings for architectural, landscape, and other improvements; and by the Architectural Committee in reviewing these documents for conformance with the stated objectives.

(c) The Architectural Committee reviews proposed improvements for aesthetic purposes only. It is the property owner's responsibility to follow all applicable federal, state, and local building codes. A permit may be required from the City of Irvine Building Department or other governmental agencies prior to starting construction.

(d) Approval from the Architectural Committee is required prior to construction of all improvements that meet any of the following criteria:

- (1) All exterior structures (as defined in Article I, Section 34 of the CC&R's) or alterations that are visible from public or private sidewalks or streets, trails, walkways, greenbelts and parks. Examples include, but are not limited to, room additions, awnings, front doors, French doors, garage doors, planters, fountains, statues, benches, walkways, driveways, pilasters, exterior lighting, permanent and portable basketball backboards, screen doors, weather vanes, flagpoles, banners, and certain satellite dishes.
- (2) All exterior structures (as defined in Article I, Section 34 of the CC&Rs) that are not visible but exceed three (3) feet above the ground level of the owner's lot. Examples include, but are not limited to, patio covers, planters, play structures or sheds, retaining walls, and weather vanes, and permanent barbecues. [Except for portable play equipment/toys which do not require approval unless they exceed five (5) feet in height from ground level. See Section 3-228 (h) for more details.]
- (3) All electrical, mechanical, and communication equipment. Examples include, but are not limited to, air conditioners, spa/swimming pool equipment, fountains, waterfall pumps, antennas, and certain satellite dishes.
- (4) All landscaping which does not meet the landscape standards listed below in Sections 3-224, 3-225 and 3-226.
- (5) All painting of the exterior of the house, building, fence, garden walls or any other exterior structures. (Repair and/or touch-up painting does not need approval, as long as existing exterior colors are being used.)

(e) Failure to obtain the necessary approval from the Architectural Committee prior to commencement of work will constitute a violation of the Declaration of Covenants, Conditions and Restrictions; and may

- (1) Result in a fine being levied against the property;

- (2) Require modification or removal of unauthorized work at the expense of the homeowner. (Revised and Restated 4-7-99)

**Section 3-200. Architectural Standards; Introduction.**

(a) The architectural character of Woodbridge is established by the initial development, consisting of single-family detached homes, townhomes, condominiums, and apartments with a variety of architectural expressions. Subsequent architectural improvements must be compatible with the original design of the tract.

(b) This Section 3-200 and Sections 3-201 through 3-230 inclusive, contain the Association's Architectural Standards for building materials, colors, and forms which are expressive of the community's architectural character; and which will be used by the Architectural Committee in reviewing Home Improvement Applications for compatibility with the tract.

(c) Compliance with the Standards shall not eliminate the need for Architectural Committee approval. Compliance with the Standards shall be determined by the Architectural Committee as part of the approval process. Nevertheless, the Association shall have the right to disapprove in any event any application which in the opinion of the Committee or the Board of Directors, as the case may be, is not compatible with the architectural character of the applicable tract, or is not an enhancement to the desirability and attractiveness of the community.

(d) Any condition not covered in these Guidelines or the CC&Rs shall become a matter of discretionary judgment on the part of the Architectural Committee, acting in good faith on behalf of the best interest of the Village Association, as a whole. If there is any conflict between the provisions of these Guidelines and the CC&Rs, the provisions of the CC&Rs shall control. (Added 4-7-99)

(e) Room additions and remodels must be planned to minimize the proposed mass on all elevations and must be designed to be compatible with the existing dwelling and other adjacent homes. Elevations that are determined to propose an unacceptable massing effect may be required to provide additional setbacks and/or to incorporate alternative architectural styles (such as hip style roofs and/or alternative materials). Homeowners of corner lot dwellings will be required to incorporate architectural style and materials on the street side elevation (in addition to the front elevation) to reduce the negative impact on open space and adjacent homes.

(f) The minimum setback from the face of the street curb to the face of the garage wall shall not be reduced.

(g) The minimum setback of a first story room addition in a front yard shall be five (5) feet behind the face of the garage wall or other building structure closest to the front property line. The minimum setback of a second story room addition or balcony shall be two (2) feet behind the face of the first story wall below. In addition, on a case-by-case basis, additional setback may be required for a second story room addition in the front yard depending upon the proximity of the home to the street and the proximity of the home to neighboring homes.

(h) The minimum setback of a first story room addition in a side yard at a corner lot shall be the existing house wall closest to the side street. The minimum setback of a second story room addition or balcony shall be two (2) feet behind the face of the first story wall below.

(i) The minimum setback from the rear property line to the face of a first story room addition shall be ten (10) feet.

(j) The minimum setback from the rear property line to the face of a second story room addition or balcony shall be fifteen (15) feet.

(k) The minimum setback from the face of a room addition in a side yard shall be ten (10) feet from the face of the adjacent house. For exclusive use common areas in condominium projects, provided the Maintenance Association grants property rights, the minimum setback of a 1<sup>st</sup> story room addition shall be five (5) feet from the existing side fences or walls and ten (10) feet from the existing rear fence or wall. The minimum setback of a 2<sup>nd</sup> story room addition shall be five (5) feet from the existing side fences or walls and fifteen (15) feet from the existing rear fence or wall. Other improvements in side yards shall be restricted to non-inhabitable improvements, such as bay or garden windows, patio covers, and fireplaces. (Revised 10-3-01)

(l) The maximum roof ridge height of any new construction may not exceed twenty-five (25) feet six (6) inches. (Added 12-3-03)

(Revised and Restated 4-7-99)

**Section 3-201. Awnings and Patio Umbrellas.**

(a) Awnings are generally unacceptable if they are visible from streets, public sidewalks, trails, paseos, walkways, greenbelts, parks and surrounding properties.

(b) Applications for awnings not visible from the above-mentioned locations will be reviewed on a case-by-case basis. Awnings must be a solid color that match/blend with the house color at the point of attachment or with the dominant background of the existing house. They must be simple in design and color. Stripes and advertising are not allowed. The size, location, and form must be in scale with the window. The awning material must always be maintained in an aesthetic and unfaded condition.

(c) Temporary sun shades attached to the vertical face of the house, patio cover, or gazebo--such as rolls of bamboo, fiberglass, or reed--are not permitted.

(d) Patio umbrellas must be maintained in an aesthetically acceptable condition and must not display advertising or endorsements. (Revised and Restated 4-7-99)

**Section 3-202. Balconies**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to commencement of construction for any new balconies or for alterations to existing balconies.

(b) The location, material, and color of new exterior balconies (covered or uncovered second-floor outdoor living areas) shall be compatible with the existing house. Front balconies are generally not appropriate; however, the Architectural Committee will consider an application on a case-by-case basis relative to its design, size, location, and compatibility with adjacent homes. Side yard balconies facing a neighbor's window are not permitted.

(c) Balcony railings must be designed using a combination of metal railings and solid stucco walls; or by wide wood pickets. Horizontal pipe railing and exposed pipe columns are not permitted. Special conditions will be reviewed on a case-by-case basis.

(Revised and Restated 4-7-99)

### **Section 3-203. Permanent and Portable Basketball Backboards.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation/usage of any new permanent or portable basketball backboard.

(1) Maintenance Associations. Applications from homeowners in Maintenance Associations must specify the intended use location.

(b) Only acrylic (clear) basketball backboards are permitted. (Non-acrylic basketball backboards approved prior to the adoption of this standard will be required to adhere to the provisions of this standard when it is determined that the existing backboard has deteriorated and needs to be replaced.)

(c) All metal/wood supports must be painted to match/blend with the adjacent surface color at the point of attachment.

(d) Manufacturers' logos or advertising on a backboard may not be allowed depending on the size, color or design. Safety disclaimers posted on the backboard by the manufacturer are acceptable.

(e) Basketball backboard netting must be white, and no chain netting is allowed due to noise.

(f) Approved portable basketball backboards must be removed from view each evening (dusk to dawn).

(Revised and Restated 4-7-99, Revised 6-5-02)

### **Section 3-204. Antennas, Satellite Dishes and Other Communication Equipment.**

(a) Article XI, Section 10 of the Woodbridge Declaration states that all radio antennas, television antennas, C. B. antennas, satellite dishes and other transmitting or receiving device must either be wholly contained within a house or building, or be approved in writing by the Architectural Committee. The Federal Communications Commission (FCC) has issued regulations which could supersede the Declaration in certain ways. In addition, the California Civil Code contains certain provisions which are effective with respect to installation of devices on common areas. Therefore, the

Revised 09/10

following regulations are intended to comply with the FCC regulations, the California Civil Code and the Woodbridge Declaration, as applicable. These regulations are subject to modification to comply with any new Federal or State laws or FCC regulations. Please check with the Association before installation.

- (1) If you want to install a satellite dish of one (1) meter or less (“DBS”), a multichannel multipoint distribution service device (“MMDS”) or a television broadcast service antenna (“TVBS”), on a single family detached home or on an exclusive use common area in a condominium, townhome or apartment, please refer to Section (b).
- (2) If you want to install one of the above devices on the common area of a condominium, townhome or apartment over which you do not have exclusive use or control, please refer to Sections (c) and (d).
- (3) If you want to install a satellite dish greater than one (1) meter, please refer to Section (e).

(b) Satellite dishes (“DBS”) of one (1) meter or less, Multichannel Multipoint Distribution Service Devices (“MMDS”) and Television Broadcast Service Antennas (“TVBS”) at single family detached homes, townhomes, condominium, and apartment projects at exclusive use common areas (areas in which the homeowner has a direct or indirect ownership interest in the area in which the device is sought to be installed, and that area is **within** his or her exclusive use or control):

- (1) The FCC has issued Regulations concerning the installation of the specified devices and did not want to require prior Architectural Committee review and permits, primarily because of the time delay. In Woodbridge, this review is thirty (30) days and often much less. The Association is, nevertheless, still allowed to regulate certain aspects of the appearance, location and installation of these devices. Our members, therefore, in order to continue the overall excellent aesthetic appearance of Woodbridge and to contribute to the Association’s ability to maintain the Community’s high standards, are urged to install their devices in such a manner as to be least visible.
- (2) Also, Homeowners may ask for an advisory review by the Association before the initial installation of devices and are encouraged to do so. However, these devices described above may be installed without a Home Improvement Application, In either case, the homeowner shall nevertheless register such devices before or after installation. If in the opinion of the Architectural Committee, the device may be placed in a less visible location without increasing the cost of installation (and not including the initial installation cost accomplished without Architectural Review) maintenance or use, the homeowner may be required to install it in, or move it to, that less visible location, or alternatively, screen it or paint it to blend in with the architectural design of the home.



- (1) Homeowners proposing to install devices with masts of twelve (12) feet or more in excess of the roofline must file a Home Improvement Application first and receive approval before installing such a device.

(c) All satellite dishes greater than eighteen (18) inches but no greater than one (1) meter, all MMDS devices, and TVBS antennas for installation in Condominiums, Townhomes and Apartment Common Areas (areas in which the homeowner has a direct or indirect ownership interest in the area in which the device is sought to be installed, but that area is **not within** his or her exclusive use or control).

- (1) A Home Improvement Application and approval is required before installation. Also, the applicable Maintenance Association must first determine that the proposed installation on common area is within the homeowner's property rights.
- (2) Satellite dishes with a diameter of greater than eighteen (18) inches but no greater than one (1) meter present significant aesthetic issues such as a much greater mass than an eighteen (18) inch dish and/or non-harmonious architectural visual appearance in the case of antennas. Therefore, this type of satellite dish (18 inches to the one [1] meter), MMDS device, or TVBS antennas must be installed so that it is not visible from any street or common area. Specifically, the dish or antenna shall not be visible from view from the adjacent streets, public sidewalks, trails, paseo, walkways, green belts, parks and surrounding properties by the use of fences, hedges, or other appropriate plant materials. Such visual mitigation shall be designed so that the dish or antenna is screened from view upon installation.

(d) All satellite dishes eighteen (18) inches or less for installation in Condominiums, Townhomes and Apartment Common Areas (areas in which the homeowner has a direct or indirect ownership interest in the area in which the device is sought to be installed, but that area is **not within** his or her exclusive use or control).

- (1) A Home Improvement Application and approval is required before installation. Also, the applicable Maintenance Association must first determine that the proposed installation on common area is within the homeowner's property rights.
- (2) The eighteen (18) inch (or less) satellite dish shall, if at all possible, without significantly increasing the cost of this system or significantly decreasing the efficiency or performance, be installed so that it is not visible from any street or common area. Specifically, the dish or antenna shall not be visible from view from the adjacent streets, public sidewalks, trails, paseo, walkways, green belts, parks and surrounding properties by the use of fences, hedges, or other appropriate plant materials. Such visual mitigation shall be designed so that the dish or antenna is screened from view upon installation.
- (3) For those (18) inch (or less) satellite dishes that cannot be fully screened from view as above delineated without or significantly interfering with its efficiency or performance, or significantly increasing the cost of the system,

- (4) the Architectural Committee will review the possible visual mitigation on a case by case basis, with a view toward reasonably minimizing its visual impact.
- (e) All Satellite Dishes with a diameter greater than one (1) meter.
  - (1) A Home Improvement Application and approval is required before installation. Also, the applicable Maintenance Association must first determine that the proposed installation on common area is within the homeowner's property rights.
  - (2) The dish antenna shall be ground-mounted at the lot's grade level. All dish antennas shall be located in such a manner as to be behind a wall or solid fence. Where possible, side and rear yard setbacks of five (5) feet will be maintained from the property line.
  - (3) The height of the adjoining finished grade to the topmost part of the antenna shall not exceed six (6) feet nor shall the topmost part of the antenna exceed eighteen (18) inches above the nearest fence.
  - (4) The dish antenna shall be screened from view from the adjacent streets, public sidewalks, trails, paseos, walkways, green belts, parks and surrounding properties by the use of fences, hedges, or other appropriate plant materials. Such visual mitigation shall be designed so that the dish or antenna is screened from view upon installation.
  - (5) Adjoining neighbors shall be informed by the requesting homeowner that there may be some sound/noise associated with the satellite dish when changing positions. Adjoining neighbors will acknowledge this awareness on the submitted plans and the Home Improvement Application.

**Section 3-205. Exterior Doors/Screen Doors/Security Screen Doors.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new exterior doors/screen doors/security screen doors or for alterations to existing exterior doors/screen doors/security screen doors.

- (1) The Board of Directors has adopted specific Entry Door Specifications for Parkside Association. Please check with the Community Relations Department for a copy of the standard.

(b) The size, location, material, and color of new exterior doors shall be compatible with the exterior doors of the existing house or tract. At zero-lot-line walls, doors are not permitted on the side yard easement side of the dwelling. At homes where extensive demolition work is being conducted (tear downs with rebuilding), the doors must be compatible with the character of the doors already existing in the tract.

(c) New accent doors--such as French doors--must be painted to match the house trim, stucco or wood siding of dwelling and must be compatible with the design of the existing house. Metal or vinyl French doors must match the existing window frame color.

(d) Changes to existing doors--such as new decorative front doors--must be compatible with the color and design of the existing house. Reflective glass and reflective materials that create a “mirror” effect on doors from the outside are prohibited.

(e) Changing the existing color of exterior doors requires Architectural Committee approval.

**Screen Doors**

(f) Metal or wood screen doors require Architectural Committee approval. They are permitted within the following guidelines:

- (1) They must match or blend with the exterior trim color around the door opening; or must match or blend with the front door color, whichever the Architectural Committee deems acceptable.
- (2) They are not ornate or massive in design (examples: scrolls, bars, etc.).
- (3) They do not detract from the adjacent public or private sidewalks or streets, trails, walkways, greenbelts and parks.
- (4) At a Maintenance Association, acceptable screen doors are:

Alders Maintenance Association:	WVA standard.
Arborlake Maintenance Association:	WVA standard.
Centerview Maintenance Association:	Active Protecto screen door in white is the exclusive screen door standard.  (Added 12-4-96)
Chateaux Maintenance Association:	Academy Aspen screen door painted to match the front door color is the exclusive screen door standard.  (Added 12-4-96)
Cottages Maintenance Association:	Screen door must be white. No ornamental design allowed.
Cove Maintenance Association:	No screen doors allowed.
Estates Maintenance Association:	WVA standard.
Fairfield Maintenance Association:	Academy Capistrano #8060 or the Phantom Retractable screen doors in white.  (Added 7-3-02)

Garden Estates Maintenance Association:	WVA standard in bronze.
Hollygrove Maintenance Association:	WVA standard. Door must be painted to match trim.
Ivyhill Maintenance Association:	WVA standard.
Lakeglen Maintenance Association:	WVA standard.
Lakeridge Maintenance Association:	WVA standard.
Lakeside Maintenance Association:	WVA standard.
Lakeview Maintenance Association:	Academy Honeycomb metal screen door in white or the Columbia Colonial in white is the exclusive screen door standard. (Revised 1-29-97, 12-5-01)
Laurels Maintenance Association:	WVA standard.
Parkview Maintenance Association:	WVA standard.
Park Vista Maintenance Association:	Superior Engineered Products Corporation Fiesta extruded screen door in dark bronze is the exclusive screen door standard. (Added 5-1-96)
Parkside Maintenance Association:	No screen doors allowed.
Parkway Maintenance Association:	Screen doors in white only constitute the screen door standard. Homeowners in Parkway Maintenance Association must submit a Home Improvement Application depicting the design or style of the screen door of their choice for review and decision.
Seaport Maintenance Association:	French style with grids in white or the Phantom Retractable screen door in white. (Revised 12-1-99, 1-8-03)

Seasons Maintenance Association:	Academy Monte Carlo screen door in white, Academy Capistrano screen door in white and the “open” style screen door in white are the preferred screen doors. Homeowners in Seasons Maintenance Association may submit for an alternative style or design.  (Added 12-4-96, Revised 11-3-99, 12-5-01)
Shore Maintenance Association:	WVA standard.
Shoreline Maintenance Association:	WVA standard.
Somerset Maintenance Association:	Columbia Steel Breeze and Columbia Colonade screen doors in white are the exclusive screen door standard.  (Revised 6-8-94)
Stonegate Maintenance Association:	Capistrano by Academy in white or the retractable screen door in white is the exclusive screen door standard.  (Revised 12-5-01)
Village Glen Maintenance Association:	Academy Capistrano or Honeycomb in white.  (Revised 7-3-02)
Village Green Maintenance Association:	Columbia Steelbreeze in bronze or black or the “Phantom” screen door painted to match the trim or front door color of the unit.  (Added 8-7-02)
Willow Creek Maintenance Association:	WVA standard.
Willowgrove Maintenance Association:	WVA standard.

Willows Maintenance Association: Active Protecto or the WVA standard screen door in white is the exclusive screen door standard.  
 (Added 12-4-96, Revised 9-4-02)

Yale Estates Maintenance Association: WVA standard.

Note: The screen door standard is subject to change. Check with the WVA office for current standards.

(5) Security Screen Doors- check with WVA office for current approvable styles.  
 (Revised and Restated 4-7-99)

**Section 3-206. Exterior House Walls.**

(a) The material, color, and texture of new exterior walls shall be compatible with the existing house walls. Any new fascia must match any existing fascia. Enhanced wall finishes, such as brick and stone, must be designed to wrap corners, to appear to be integral to the house design, rather than as applied decoration.

(b) New building features--such as planters, pot shelves, and solariums--must be compatible with the color and design of the existing home.

(c) Blank two-story high walls shall have architectural relief to mitigate the starkness.  
 (Revised and Restated 4-7-99)

**Section 3-207. Exterior Lighting.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new exterior lighting or for alterations to existing exterior lighting.

(b) New exterior light fixtures--such as decorative wall-mounted fixtures, Malibu lights, uplights, and light posts--must be compatible with the design of the house. They must be simple in design and color.

(c) Overly ornate light fixtures (such as Victorian globes) or commercial light fixtures (such as contemporary light bollards with glass block) that establish an independent theme conflicting with the overall streetscene are not permitted.

(d) All outdoor security light fixtures must be installed under the roof eaves or otherwise screened from view. When a security light cannot be installed under the eaves, the light fixture must have metal bulb covers and must be painted to match the surface to which they are attached. In addition, security light fixtures must be directed in such a way as to illuminate only the property of the homeowner installing the fixture.

(e) Light fixtures operated by motion detectors are permitted if approved by the Architectural Committee.

(f) Colored lenses/bulbs are not allowed, except for holiday lights which may only be installed on the exterior of homes between Thanksgiving Day and January 15th.

(Revised and Restated 4-7-99)

**Section 3-208. Exterior Painting.**

(a) A Home Improvement Application is required for any proposed change in exterior paint color(s) or the location of existing colors.

(b) Any proposed color change must be compatible with the neighboring homes.

(c) A Home Improvement Application must include paint chips and a completed sample plan. A sample plan form is provided by the Association along with the application.

(d) The Architectural Committee reviews applications for exterior painting to determine that color choices are consistent with the Architectural Standards. All colors are reviewed on a case-by-case basis for compatibility with the home and tract.

(e) The Architectural Committee does not allow homes to be painted the same color scheme as those directly across the street and will require a two-house separation between homes painted the same color scheme. Darker colors shall be limited to use as trim or accent colors.

(f) Flat paint finishes are acceptable for all exterior elements of the home. The application of semigloss finishes are to be limited to windows and doors only (excluding garage doors). High gloss finishes are not permitted.

(g) Fence paint color standards by tract or for "Exhibit E" fencing may be applicable. Contact the Community Relations Department for information.

(h) The Association has adopted a color palette to be considered by homeowners (tract exceptions may apply) as a suggested guideline when proposing paint color changes. The color palette is on display at the Association office and is not to be construed as pre-approved colors.

(i) Tract exceptions:

(1) Tract 11610 (Seaport). A specific color palette and painting requirements have been adopted by the Association for Woodbridge Seaport for use in Tract 11610 only. Information can be obtained from the Community Relations Department.

(2) Tracts 9801, 9802, 9803 and 9805 (Gables). Color combinations proposed by homeowners on Tracts 9801, 9802, 9803 and 9805 should be high contrast color schemes.

(j) Maintenance Associations. Additions to, or changes in, the exterior of any Maintenance Association structures or other improvements including any color changes must first be approved by the Architectural Committee. Any room additions, structures, and/or modifications including but not limited to patio covers, screen doors, French doors and windows, whether installed or erected by the builder, homeowner, or Maintenance Association, must be painted to match the exterior paint color scheme. In the event that a Maintenance Association changes its exterior paint color scheme, all existing exterior surfaces, additions, structures, and/or modifications shall conform to the new exterior paint color scheme, upon completion of the repainting of their units. The Maintenance Association shall be responsible to complete this repainting program with the unit owners. Contact your Maintenance Association for their repainting program.

(Revised and Restated 4-7-99)

**Section 3-209. Exterior Stairs.**

(a) Exterior stairs are normally not permitted. However, the Architectural Committee will review applications on a case-by-case basis. (Added 4-7-99)

**Section 3-210. Exterior Windows.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new exterior windows or for alterations to existing exterior windows including, but not limited to changes in size, materials and color.

(b) The size, location, material, and color of new exterior windows shall be compatible with the existing windows of the house. At homes where extensive demolition work is being conducted (tear downs with rebuilding), the windows must be compatible with the character of the windows already existing in the tract. At remodels, new windows must match existing windows.

(c) Windows are **not** permitted on the side yard easement side of any Servient Tenement dwelling.

(d) New accent windows--such as bay windows and greenhouse windows--must be painted to match the trim, stucco or wood siding of the dwelling and must be compatible with the design of the existing house. Glass block windows are typically unacceptable if visible from a street or common area.

(e) Changes to existing windows--such as glass tinting or wood windows--must be compatible with the color and design of the existing house. Reflective glass and reflective materials which creates a "mirror" effect on windows from the outside are prohibited.



(f) Changing the existing color of window frames requires Architectural Committee approval. Normally all exterior window frames visible from the same vantage point on the affected side of the dwelling must match the approved color.

(g) Approved wood windows shall be painted to match the house trim, wood siding or stucco color of the dwelling. Approved vinyl windows will be allowed in colors that are compatible with the house, as determined by the Architectural Committee.

(h) Any window covering appearing as a temporary covering shall not be allowed. Window coverings which are considered unacceptable include, but are not limited to, newspaper, cardboard, butcher paper, poster board, aluminum foil, plywood, sheets, and other paper covers.

(i) Window bars and grilles are not permitted.

(Revised and Restated 4-7-99)

(j) The VVA Board of Directors has adopted specific additional exterior window rules for the following tracts. Please check with the Community Relations Department for a copy of these additional rules prior to submission of a Home Improvement Application.

- |   |                 |
|---|-----------------|
| (1) Tracts 9658 and 9664 (Parkside)   | (Added 2-7-01)  |
| (2) Tracts 10160, 10161, 10162 and 10163 (Village Green)                              | (Added 6-27-01) |
| (3) Tracts 9660 and 9661 (Village Glen)   | (Added 11-6-02) |
| (4) Tracts 10352, 10353, 10354, 10355, 10356, 10357, 10358, 10359 and 10360 (Ivyhill) | (Added 6-4-03)  |

### **Section 3-211. Flags.**

(a) Seasonal flags may not exceed three (3) feet in width and five (5) feet in length. They must have a seasonal theme with no commercial content and be maintained continually in good repair. The flag poles holding seasonal flags must be white or natural wood in color and no longer than six (6) feet in length. The pole must be removed when a flag is not displayed. Homeowners whose seasonal flags meet these requirements need not submit a Home Improvement Application; all others must. In addition, homeowners who are members of Maintenance Associations, must contact their Association to determine if property rights approval from their Maintenance Association is required prior to installing any seasonal flag.

(Added 11-2-94, Revised and Restated 4-7-99)

### **Section 3-212. Garage Doors.**

(a) Replacement of existing garage doors requires a Home Improvement Application and Architectural Committee approval prior to installation. Treatments that draw attention to the garage door---such as ornate decoration on or around the garage door--are not permitted. All replacement garage doors in the same building must be the same style, but need not be installed at the same time.

(b) The garage door color must match the trim, stucco or wood siding color of the dwelling.

(c) Any proposed windows must be installed in the top section/panel of the garage door.

(d) Any proposed changes to the existing garage door header height is not permitted, nor is any header height greater than eight (8) feet allowed.

(e) Sectional roll-up garage doors must be reviewed by the Maintenance Association and approved by the Woodbridge Village Association Architectural Committee; and must be installed as follows:

(1) Lakeside Maintenance Association (Tracts 12068 and 12069): Long horizontal panels, with no windows, with the new door color matching the color of the door being replaced, and with all new garage doors having the same design, but not necessarily being installed at the same time.

(2) Yale Estates Maintenance Association (Tract 9816): Plain square windows with the new door color matching the existing garage trim or stucco color.

(3) Willowgrove Maintenance Association (Tracts 9655, 9656, and 9663): White doors and long panel design only. Sunset, Sherwood or rectangular windows are acceptable. (Revised 11-7-01, 8-6-03)

(4) Willows Maintenance Association: Overhead Door Corporation #399 Series Insulated door with 5 sections and 4 horizontal long panels, almond color with no windows. (Added 4-7-99)

(5) Arborlake: Overhead Door Corporation #189 Series (not insulated), or #399 Series Insulated door with 5 sections and 4 elongated panels with raised panel design, almond color with no windows.

(Revised and Restated 4-7-99)

(6) Parkside Maintenance Association: Formcore II, Overhead Door Corporation #399, Anaheim Door Excel, Mesa Door Premium Series or Thermogard II styles, with no windows or with Style A, B or C windows as specified in the Guidelines for Parkside. If windows are installed, no colored, stained, etched, tinted, beveled or reflective glass will be approved. The garage door may have short or long panels and the color must match the current wood trim color of the unit. Homeowners of "A" model units are encouraged to install vents in the lower right and left hand side of the bottom panel.

(Added 2-2-00, Revised 11-7-01, 5-1-02 and 10-6-04 and Clarification 3-2-05)

(7) Seaport Maintenance Association: Street facing metal roll-up doors must have 4 rows of 4 rectangular shaped panels. Alley facing metal roll-up doors must have 4 flush, solid panels. All doors must be painted to match the wood siding color and must have a wood grain texture. No windows are allowed. (Added 7-5-00)

- (8) Hollygrove Maintenance Association: Garage doors may have either 4 long panels or 8 short panels. Windows are an option but must be the Starburst design in the top panel only. (Added 1-3-01)
- (9) Chateaux Maintenance Association (Tracts 10361, 10363 and 82060): Garage doors may only be replaced with a four (4) panel, Overhead brand, metal roll up door. Paint color and trim are to match the existing color scheme and windows are not allowed. (Added 4-4-01, Revised 2-6-02)
- (10) Ivyhill Maintenance Association (Tracts 10352, 10353, 10354, 10355, 10356, 10357, 10358, 10359 and 10360): Garage doors must match the appropriate trim and house color (white, almond or painted to match). Long panels only are permitted with either no windows or Sherwood, Stockton or Arched Colonial windows. (Added 8-6-03)

**Section 3-213. Mailboxes and Posts.**

(a) Mailboxes and posts must be maintained in good condition and repair by the individual homeowner(s) or Maintenance Association.

(b) Mailboxes and posts maintained by Maintenance Associations must be consistent in color, materials, design and installation, as established by the builder, within the immediate tract. If the Maintenance Association wishes to deviate from the builder- established material, design or color, prior approval must be received from the Architectural Committee.

(c) Mailboxes and posts maintained by the individual homeowner(s) must conform to the following:

- (1) Rural style mailbox design is the acceptable replacement standard.
- (2) Any posts determined to be in a deteriorated condition must be replaced to the original height and must be painted to match Old Quaker #55\*, except for the following tracts:
  1. Tract 12081 (Parklane) and Tract 12490 (Bayside): Painted to match Old Quaker #102\*
  2. Tracts 10346, 10347, 10348 (Cottages), 11533, 11665, 11666 (Landing II) and Tract 13549 (Bayporte): Painted to match Old Quaker #414\*
  3. Tracts 12068 and 12069 (Lakeside): Dunn Edwards Bone White  
(Added 4-7-99)

**Section 3-214. Mechanical Equipment.**

(a) The installation of mechanical equipment, including but not limited to, air conditioners, swimming pools, spa equipment, water softeners, and waterfall pumps

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\* **Note**--Old Quaker paints are used as color scheme guidelines only. The Association is not endorsing Old Quaker paint products or information. Most paint manufacturers can match Old Quaker paint colors upon request.

shall require approval by the Architectural Committee.

(b) Window-installed air conditioners are not permitted.

(c) "In-wall" air conditioners are generally not permitted except as provided in the original construction.

(d) The location of the equipment shall not be in the side yard easement areas, and must be located no less than five (5) feet from the property line.

(e) A minimum of five (5) feet must be maintained from all other property lines.

(f) The drawings must indicate the location and dimensions of the equipment and, if exposed to view, the method of screening.

(g) The Architectural Committee may require that pumps and blowers be enclosed above or below ground to mitigate the noise factor. (Revised 4-7-99)

**Section 3-215. Outdoor Storage/Trash Containers.**

(a) All items stored outside--such as garden hoses, yard equipment, wood piles, dog houses, trash containers, recycling bins, and compost containers--must be completely screened from view of streets, parks, greenbelts, schools, and adjacent homes. The appearance of these items from second floors of adjacent homes should be considered.

(b) Trash containers, including recycling bins, may be placed at curbside for pickup after 5:00 PM the day before waste collection is scheduled. All containers must be returned to their storage area out of view by 8:00 AM the day following the scheduled collection.

(c) Newspapers and other such products must be secured to keep them from blowing onto the street, neighboring properties, or common area.

(Revised and Restated 4-7-99)

**Section 3-216. Rain Gutters and Downspouts.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new rain gutters and downspouts or for alterations to existing rain gutters and downspouts.

(b) The color of new gutters must match the existing fascia or existing roof color.

(c) The color of new downspouts must match the adjacent color. (Added 4-7-99)

**Section 3-217. Roofs.**

(a) The slope of any new roof shall be compatible with the existing roof. The material, color, and texture of any new roof shall be identical to the existing roof or consistent with the Architectural Standards. All proposed projections through the roof must be noted on the drawings. For extensive demolition work (tear downs with rebuilding), the slope, material, color, and texture of the roof shall be compatible with other homes in the tract.

(b) New roof features--such as skylights, chimneys, flashing, or solar equipment--must be compatible with the design of the existing house.

(c) The color of roof flashing, diverters, vent stacks, and similar features must match the roof color.

(d) Any change in the existing roof material must be approved by the Architectural Committee. All owners of detached homes and Maintenance Associations proposing roof material replacements must submit a Home Improvement Application along with a sample of the roof material in the proposed color. Roof material replacements will be considered for approval by the Architectural Committee if the appearance of the proposed material is consistent with the existing roof material in the immediate tract.

Other roof materials not listed in this section may be considered for approval if the proposed material resembles the existing roof. Maintenance Associations replacing their existing roof material with different materials must replace the entire roof at one time, with all roofs in a tract replaced within five years.

The following are examples of currently approvable materials for single family detached homes and Maintenance Associations. Choosing materials from this list does not constitute automatic approval.

1. Corona Shake - Steel
2. Dura Loc - Steel
3. Eagle Lite - Cement
4. Fire Free - Cementitious Materials and Reinforcing Fiber
5. Gerard - Steel
6. Life Tile - Cement
7. Monier Cedarlite - Concrete
8. Monier Duralite - Inorganic Fibers
9. Monier Split Shake - Cement
10. Pioneer - Cement
11. Protex-Concrete Composition
12. US Tile Claylite - Clay
13. US Tile Proshake - Clay
14. Westile - Concrete

(Revised 12-4-96, Revised 4-7-99, Revised 3-5-03)

The Architectural Committee may add or delete roof materials from time-to-time as technology and availability changes.

**Section 3-218. Signs**

(a) Only Woodbridge Village Association-approved real estate signs in approved locations are permitted. Contact the Association for Sign Rules and Regulations and for further details.

(b) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new name plaques, welcome signs, address numbers, beware of dog signs, and other signs or for alterations to existing signs.

(c) Name plaques, welcome signs, address numbers, beware-of-dog signs, etc. will be reviewed on a case-by-case basis with the style, size, location, and color being the determining factors. Address numbers are not to exceed six (6) inches in height with the preferred location being on the wall on either side of the garage door.

(d) All other signs within the covered property of Woodbridge, except approved traffic and parking enforcement signs for Maintenance Associations and small security service signs (six inches by six inches, maximum), are prohibited. (Revised 4-7-99)

**Section 3-219. Skylights.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new skylights or for alterations to existing skylights.

(b) The approval of new skylights will be considered based upon their location and number. They must be designed to be integral parts of the roof. Their form, location, and color must be compatible with the existing roof. When locating a new skylight, every possible attempt should be made to place the skylight in a location least visible from the street.

(c) Profiles must be minimized. Skylight domes may be bronze, clear or white. The color of skylight frames and flashing must be compatible with the roof color. Silver aluminum frames are not permitted. All visible manufacturer labels shall be removed prior to installation.

(Revised and Restated 4-7-99)

**Section 3-220. Solar Equipment.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new solar equipment or for alterations to existing solar equipment.

(b) The approval of solar equipment is based on minimizing the equipment's visibility from the street, nearby homes, and common areas; and on creating a homogeneous relationship of the panels to the roof pitch.

(c) The installation of solar energy equipment must be consistent with the requirements of state laws concerning efficient placement of collector units.

(Revised and Restated 4-7-99)

**Section 3-221. Drainage.**

(a) Area drains must be installed in private yards for adequate drainage to permit the plants to survive and to minimize the ponding of water or damaging neighbor's property. At no time shall the drain lines be allowed to spill water on the sidewalk. A Home Improvement Application is required for core drilling of curbs. Also, please refer to the Association's Drainage Policy contained in the CC&R's for any drainage issues affecting drainage to or from adjoining lots.

**Section 3-222. Fences.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new fencing or for alterations to existing fencing.

(b) The Woodbridge Village Association is responsible for the aesthetic appearance of the exterior of specific perimeter walls and fences as noted on "Exhibit E" of the Declaration, and will paint those fences or walls as needed. The Member/Owner, or in certain cases a Maintenance Association, is responsible for the repair and/or replacement of such perimeter fences or walls. That maintenance and replacement policy, and the steps necessary for the approval of the Architectural Committee is detailed in Section 5-1 through 5-3 of Part IV, Chapter 5 of the Woodbridge Village Association Codebook.

(Amended 10/17/07)

(c) In general, other fences and gates shall not extend beyond the front of the homeowner's dwelling, including the garage.

(d) The maximum height for fences and gates is six feet above the highest adjacent grade. The height of any new fence should generally be the same on all sides unless special circumstances are approved by the Architectural Committee for varying heights.

(e) All wood fences visible from streets must be painted. Decorative wood fences--such as picket fences--are permitted if compatible with the architecture and if approved in writing by the Architectural Committee. Replacement of wood fencing with new wood fencing must remain consistent with the original builder-installed fence; or be replaced with the approved wood fence standard. Fence colors proposed will be considered by the Architectural Committee on a case-by-case basis depending upon the standard for the tract and the location of the proposed fence replacement on the lot.

(f) Fences of metal or plastic, chain link, poultry wire, mesh, woven wire, aluminum, sheet metal, plastic webbing, bamboo, reeded or straw-like materials; corrugated or flat plastic, fiberglass panels; glass block, rope or other fibrous strand materials; miniature-type fencing, and other similar temporary or commercial materials are not permitted.

(g) All fences and gates must be structurally maintained in good condition and

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repair and must be painted by the individual homeowner or Maintenance Association.

(h) Specific tract requirements:

- (1) Tracts 11626, 11628 (Briarglen): Natural wood fencing must be painted to match Old Quaker #55\*, or Dunn-Edwards DEW – 340 Whisper White. Any existing painted wood fences must be painted to match Old Quaker #55\* or Dunn-Edwards DEW-340 Whisper White when determined by the homeowner or Association to be in need of repainting.
- (2) Tract 12081 (Parklane): Natural wood fencing must be painted to match Old Quaker #102\* or Dunn Edwards Swiss Coffee\*. Any existing painted or natural stained wood fences must be painted to match Old Quaker #102\* or Dunn Edwards Swiss Coffee\* when determined by the homeowner or the Association to be in need of painting. Homeowners who own corner lots or lots at the end of a cul-de-sac that share a continuous side yard wood fence with a neighbor that faces the street must paint both individually owned fences the same color (either Old Quaker #102\* or Dunn Edwards Swiss Coffee\*) initially at the same time.
- (3) Tracts 9801-9805 (The Gables): Painted to match house or painted to match Old Quaker #439\*.
- (4) Tracts 10346, 10347, and 10348 (The Cottages): Wood fencing color standard is either Old Quaker #76, #90, or #105.
- (5) Tracts 11533, 11665 and 11666 (Landing I, Landing II, and Woodbridge Creekside): Wood fencing color standard is either Old Quaker #76, 90 or 105, or Dunn Edwards SP 114-1 Whisper White.

(Amended 09-06-06)

(i) Unless otherwise approved by the Architectural Committee, any exterior wall or fence that faces onto a street, walkway, paseo, park, lake, or greenbelt; or any exterior wall or fence that abuts to an “Exhibit E” theme wall or fence that fronts onto Woodbridge Village Association landscaped common areas must be painted as per subsections (1) and (2) below. In cases where wood fencing abuts to an adjacent neighbor’s fence and is continuous, all portions of the continuous wood fence must be painted the same color selected from one of the colors in subsection (2) only. If the homeowners are unable to agree on a single color, the Architectural Committee shall notify the homeowners which color it would consider the most appropriate for the homeowners to submit a Home Improvement Application seeking approval for that color. For existing situations where the continuous wood fencing has been previously approved for different colors on adjacent properties, all of the fencing must be painted to match the same color whenever a Home Improvement Application is submitted proposing exterior painting for any portion of either home or fencing at either property, or when the Association determines that a maintenance deficiency exists on

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\* **Note**--Old Quaker/Dunn Edwards/Vista paints are used as color scheme guidelines only. The Association is not endorsing Old Quaker/Dunn Edwards/Vista paint products or information. Most paint manufacturers can match Old Quaker/Dunn Edwards/Vista paint colors upon request.



a portion of the continuous wood fencing. Please note that the Architectural Committee shall require all street-side fencing on the same street and all fencing at the end of cul-de-sacs to be painted the same color to promote consistency within the tract.

(1) All exterior stucco walls must be painted to match Vista Nu-Navajo (#53).

(2) All wood fencing must be painted to match one of the following colors: Old Quaker #55, 76, 90 or 105.

(j) Stucco walls or pre-cast concrete fencing may be a suitable replacement for wood fencing in many tracts when approved by the Architectural Committee.

(k) Maintenance Associations that share boundary fencing with lot owners adjacent to the Association property must fill out and complete a Woodbridge Village Association Home Improvement Application by having all lot owners sign the Neighbor Awareness portion of the Home Improvement Application.

(l) All Gates, including wood and wrought iron, will be considered for compatibility with the homes in terms of design and color proposed by the homeowner. No spike designs will be permitted.

(Amended 11/05/08)

(m) Gates proposed for installation immediately adjacent to Woodbridge Village Association's maintained property, in Exhibit "E" walls or fences, or other perimeter walls or fences, shall be reviewed, and may be approved by the Architectural Committee on a case by case basis, with the exception of gates in fences along the following streets: Alton Parkway, Barranca Parkway, Warner Avenue, Main Street, Yale Avenue. The following standards shall be applied by the Committee in reviewing the proposed gate:

1. Gates cannot be installed in solid block or brick walls. The gate must be made of the same material as the fence and constructed as not to visibly highlight, as reasonably as possible, that a gate has been installed. All hinges, locking devices and supports must be on the inside of the fence (the homeowner's side).
2. Gates that open onto Woodbridge Village Association property must not interfere with installed landscaping or sprinkler systems. If traffic through the gate causes any noticeable wear & tear on the Association property, the gate shall be subject to removal pursuant to an agreement by the homeowner more fully described below.
3. No sidewalks or stepping stones or similar items will be permitted on the Association common areas adjacent to the gate. The

Association shall retain control over any improvements on such common area.

4. Gates must be well maintained and kept level with the existing fence at all times. A sagging gate must be repaired immediately or be subject to removal as more fully described below.
5. The Owner(s) of such a gate, as a condition of approval, must agree to record an Agreement, in form and content acceptable to the Association, with notarized signatures, and to reimburse the Association for the reasonable costs, including attorney's fees, to prepare and record such an Agreement. This Agreement shall be binding on the Owners and their successors in interest. The Agreement, among other provisions that the Association may require from time to time from Owners seeking approval of such a gate, may include the following provisions: The Legal Description of Lot/Unit affected, as well as the current Owners holding title to that Lot/Unit. Description and depiction of the location of the gate.

An Agreement by the Owner(s) to:

- i. maintain the gate to Association standards and not cause any damage to adjacent Association common area, and, if either the gate is not so maintained, or if gate traffic causes any damage to the Association common area, to allow the Association to enter the Owner's property to make such repairs to the gate and/or common area, and/or to remove the gate and restore the fence or wall previously existing, and to assess such costs to Owner(s) and Lot, as a Special Assessment pursuant to Article III. Section 8. of the Woodbridge Declaration.
- ii. indemnify and hold harmless the Association and all involved parties from all liability and cost in connection with installation and use of gate and entry onto Association common areas from their property by all parties.
- iii. procure and keep liability and property insurance in amounts and form acceptable to the Association, as established from time to time, with such policy as primary and which shall not require any contribution from any Association policy, and to provide the Association with proof of such insurance as may be required from time to time, together with any administrative cost reimbursement fee, as determined from time to time.
- iv. waive any prescriptive rights or adverse possession rights, over Association common area as a result of having such a gate.

(Added 11/05/08)

**Section 3-223. Garden Walls and Planters.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new garden walls or for alterations to existing garden walls.

(b) Garden walls (e. g. low stucco or brick walls) shall not extend beyond the front of

the homeowner's dwelling, including the garage.

(c) In yards visible from the street, the material, color, and texture of new garden walls and planters must be compatible with the walls of the existing house. Garden walls and planters of uncovered concrete block are not permitted.

(d) The maximum height for garden walls is six feet above the highest adjacent grade; and the maximum height of planters is twenty-four (24) inches. The height of any new garden wall or planter should generally be the same on all sides unless special circumstances are approved by the Architectural Committee for varying heights.

(e) Soil shall not be retained against any existing building wall unless the wall is designed for that purpose.

(Added 4-7-99)

**Section 3-224. Landscape.**

(a) The landscape character of the community is established by the initial development. Subsequent landscape improvements must be compatible with the original design. Landscaping improvements are defined as (1) hardscape: walkways, driveways, planters, fountains, pilasters, etc., and (2) softscape: grass lawn, flowers, shrubs, ground cover, trees, etc.

(b) All hardscape components visible from the street must be approved by the Architectural Committee.

(c) All softscape components visible from the street must present an attractive appearance for the property and must include a reasonable combination of grass lawn and/or ground cover, shrubs and trees, walkways, etc. See Section 3-226 for recommended percentages for softscape. Any softscape which deviates from the minimum landscaping requirements must be approved by the Architectural Committee.

(Revised and Restated 4-7-99)

**Section 3-225. Landscaping in yards not visible from streets.**

(a) Except for patio covers, gazebos, and play equipment, the top of all landscape hardscape features--such as garden walls, fences, statues, sculpture, outdoor fireplaces, waterfalls, and fountains--must be below the height of the perimeter wall to be invisible from surrounding streets, parks, greenbelts, schools, and adjacent homes.

(Added 4-7-99)

**Section 3-226. Landscaping in yards visible from streets.**

(a) The following landscaping materials are not permitted within the front and visible side yards, without a Home Improvement Application and the approval of the Architectural Committee:

- (1) Decorative rock, wood chips, sand, gravel, or any other rock-like substance. However, these materials may be acceptable when installed as an accent in

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the visible areas. Non-plant materials are not to be used as a substitution for hardscape, lawn, groundcover, or shrubs.

(2) Hedge-type plants exceeding eighteen (18) inches in height and/or shrubs with thorns planted adjacent to public or common sidewalks.

(b) Paved areas should be minimized in yards visible from streets. Permitted paving materials include concrete, brick, and flagstone, in colors compatible with the house.

(c) A minimum of two (2) 15-gallon trees are required in each front yard, if feasible in the planting area provided. At corner lots, three (3) 15-gallon trees are required. The preferred location is as close to the street as possible. Trees should be selected that provide an evergreen canopy to shade the street and sidewalk. Pigmy date palms and sago palms are not considered to be trees.

(d) The unpaved ground area visible from the street must be covered with plant material. Large areas of bare earth are not permitted. Shrubs should be planted at the base of the house wall, any garden wall, and any fence visible to the street. At corner lots, the area in the side yard between the street and the side yard fence must be planted with groundcover and shrubs or vines.

(e) The following minimum softscape requirements will generally be accomplished if the Association must enter upon a lot to install landscaping on the front and/or side yard property:

(1) Eighty (80) percent of the front and side yards planted in ground cover or grass lawn, or a combination of both.

(2) Twenty (20) percent of the front yard planted with shrubs as follows: one (1) one-gallon shrub for every ten (10) square feet; one (1) 5-gallon shrub for every fifty (50) square feet; and two (2) 15-gallon trees planted.

(3) A manual sprinkler system installed.

(4) After installation, the owner will maintain the landscaping in a clean, safe, viable and attractive condition. (Added 8-2-95)

(f) The landscaping installed and maintained by Maintenance Associations and Apartment Owners shall be maintained in a clean, safe and attractive condition and shall not be changed in any material manner from that existing as of December 4, 1996 and thereafter, from time to time (including, but not limited to, the ratio of grass to ground cover to shrubs), without the prior written approval of the Village Association Architectural Committee. For purposes of this rule, a material change shall mean a change of more than five percent (5%) of the existing landscaping ratios.

(Added 12-4-96)

(g) Thematic landscape features with distinctive colors, forms, or materials that establish an independent theme that conflicts with the overall street scene--such as mirror balls, statues, sculpture, rock gardens, gravel yards and split rail fencing--are not permitted in private yards visible from streets. (Amended 9-5-07)

(h) Low water-using plants are not intended to be prohibited as a group and each landscaping application will be evaluated individually on its merits.

(Amended 9-5-07)

**Section 3-227. Patio Covers; Attached Patio Covers; Freestanding Canopies:**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new patio cover or for alterations to existing patio covers.

(b) The Architectural Committee will review drawings for patio covers and similar structures based on the ability of the lot to accommodate the proposed structure.

(c) Except as may otherwise be allowed under Sub-section (g) below, patio covers, arbors, trellises and gazebos may be of wood, Aluma Wood, or other materials that may be approved on a case by case basis from time to time. Size and design must be compatible with the lot and the immediate neighborhood, proportional to the space available, and shall be painted or stained to match a color on the home. The existing patio covers which are in the natural state will be allowed to remain until the natural color deteriorates, at which time they shall conform to the standard. The size of the structure shall be proportional to the amount of open space available, and will be subject to the discretion of the Architectural Committee, and as further detailed below.

(d) In front yards: patio covers, arbors, trellises and gazebos may not appropriate; however, the Architectural Committee will consider an application on a case by case basis.

(e) The minimum setback requirement from the property line to vertical posts is three (3) feet. The minimum setback from the property line to patio overhang is two (2) feet. Overhang may extend to the property line if adjacent to common area. Additionally, patio covers and arbors must meet City requirements.

(f) Patio covers, arbors, trellises and gazebos of corrugated metal or plastic, plastic webbing, split bamboo, reeded or straw-like material, and other similar temporary or commercial materials are not permitted.

(g) Canopies which are freestanding may be constructed upon a Lot under the following conditions:

1. A Home Improvement Application must be filed and approved by the Architectural Committee. Details about the contemplated structure must be complete, including but not limited to the size (length, width, height), nature of materials to be used, color(s) of the structure, specific location and site plan, etc.
2. The canopy material and its structure must be well maintained and kept in good repair and appearance at all times where it is placed and the supporting structure must be anchored permanently to the concrete deck or concrete footings.
3. Colors for the support material should be of a neutral color and shade materials should be compatible with the house and is subject to the Committee's approval. Only solid colors are acceptable. No stripes, prints, checks, plaids or other designs will be allowed.

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4. (i) Supporting structural materials may be: decorative wood, wrought iron or similar appearing material. Such supporting materials should be substantial and shall not be small aluminum poles, whether round, rectangular or square.  
  
(ii) The canopy cover materials may be of canvas. The following materials are not allowed, regardless of use or location on the canopy: straw, bamboo, plastic (of any kind), fiberglass, Plexiglas, reed, lath or trellis-like wood products.
5. The acceptable overall sizes must be proportional to the amount of open space available. The structure should be no higher than 9' 6" tall, and, must meet all City setback requirements, and, as well, provide a clearance of three (3) feet from any structure, i.e., roof edge, fence or barbeque.
6. Approved canopy structures may not have side shades (curtains), nor may it be attached to the residential unit.
7. Canopy structures may not be used to house or shield (from the weather or view from other property) a boat, recreational vehicle, motorcycle, trailer, storage, construction materials, trash, equipment, wood, supplies, and/or any other item(s) not otherwise permitted to remain outside and/or visible from other property.
8. Any canopy structure that has fallen into disrepair will be required to be repaired, replaced or removed. Failure to comply within thirty (30) days of receipt of such notice will result in further action by the Association seeking the removal of such a structure.
9. Only one (1) Canopy structure will be permitted per Lot or Unit.
10. Subsequent owners who acquire property with an approved canopy structure within Woodbridge Village Association shall be informed of the above conditions by the transferring owner/member, and the Association upon transfer.

(Added 9-3-08, amended 2-4-09)

**Section 3-228. Play Houses/Play Structures/Storage Sheds/Other Structures**

(a) Play houses, play structures and storage sheds and other structures will be approved on a case-by-case basis with respect to architectural considerations which the committee, in its discretion, will deem appropriate.

(Amended 11-1-00)

(b) Structures shall be constructed, located and screened to minimize the impact on the adjacent neighbors' privacy and any existing structure or common area. They may not be located in front yards or side yard easement areas.

(Amended 11-1-00)

(c) No such structure, at its highest point, shall exceed eighteen (18) inches above the nearest adjacent fence and in no case shall be visible from the street or common area.

(d) Structures shall blend with the architectural characteristics of the dwelling and neighborhood in both colors and materials (examples: wood shingle roof, wood siding, etc.).

(e) The minimum setback requirement from the property line or fence to the roof overhang is three (3) feet.

(f) Enclosed structure openings must be designed in such a manner that any openings (examples: windows, doorways, etc.) that are visible from any neighboring dwellings shall be no higher than the adjacent fence. Any openings which extend above the fence shall be installed facing the dwelling of the applicant who is proposing the play house/structure.

(g) The structure shall be screened from view from the adjacent streets, public sidewalks, trails, paseos, walkways, greenbelts, parks and surrounding properties by the use of fences, hedges or other appropriate plant materials. Such visual mitigation shall be designed so the playhouse/structure is screened from view upon installation.

(h) Portable play equipment/toys that do not exceed five (5) feet in height from ground level and are located in yards not visible to the street do not require a Home Improvement Application.

(Revised and Restated 4-7-99)

### **Section 3-229. Spas, Swimming Pools and Water Features.**

(a) A Home Improvement Application and approval from the Architectural Committee is required prior to the installation of any new spas, swimming pools, or other water features or for alterations to existing spas, swimming pools or other water features.

(b) Spas and similar water features--swimming pools, reflecting pools, koi ponds, and fountains--are permitted in private yards not visible from the street.

(c) The spa or other similar water feature must not damage existing walls or fences. All equipment shall be completely screened on the lot from adjacent homes on which such equipment is constructed or installed. Noise shall be controlled to minimize the impact on neighbors.

(Added 4-7-99)

### **Section 3-230. Variances.**

(a) The Board of Directors shall have the right and privilege to permit any owner (without the consent of other owners) to deviate from any of the architectural standards, provided that such deviation is necessary, in the opinion of the Board of Directors, in order to carry out the general purposes of the Declaration and/or the design standards. Any such permission of the Board of Directors shall be in writing and shall not

Revised 09/10

constitute a waiver of the committee’s or Association’s powers of enforcement with respect to any of the architectural controls as to any other of the covered properties.

**Section 3-300. Review and Approval Process.**

(a) Commencement of any improvement, including landscaping, may not begin until the Architectural Committee has approved drawings depicting the proposed improvement. Homeowners are advised to contact the Woodbridge Village Association office prior to filing any Home Improvement Application to be sure that they have the most current Architectural Standards. The Community Relations Department will answer any questions you have concerning the architectural review process. The Board of Directors and the Architectural Committee seek to ensure that the review and control process is effectively administered and ensure that individual property owners and the community are treated equitably, on a case-by-case basis, in the process.

(b) All requests for improvements requiring Architectural Committee approval (as defined above) must be made on a Home Improvement Application.

(c) Detailed drawings, a completed Home Improvement Application, and a processing fee, if applicable, must be submitted to the Woodbridge Village Association prior to Architectural Committee review. The processing fee is required only for room additions (remodels) according to the schedule of fees below:

Room additions (remodels) of 250 square feet or less	\$100.00
in excess of 250 square feet, up to 1,000 square feet	\$250.00
in excess of 1,000 square feet	\$450.00

(d) If a Home Improvement Application is not received and approved prior to the commencement of work, an application fee of fifty dollars (\$50.00) shall be due in addition to the required Plan Processing Fee, if any. In addition, a fine of twenty-five dollars (\$25.00) per day may be levied for each day the violation exists.

(e) One set of plans must be submitted with the application for minor projects and that set of plans will be retained as part of the homeowner's permanent file with the Association. Three (3) sets of drawings must be submitted with the application for major projects (all room additions and remodels). One (1) set is retained as part of the homeowner's permanent file with the Association, and two sets will be returned to the homeowner when a decision has been made by the Architectural Committee. For homeowners planning major additions to their home, it is required that plans be submitted for preliminary review by the Architectural Committee. (See Section 3-401, Major Projects, Step 2 [Preliminary Submittal].)

(f) Neighbor awareness is part of the Home Improvement Application submittal process. The intent of neighbor awareness is to advise neighbors who own property adjoining the lot and those directly across from or directly behind the lot, depending on the location of the proposed improvement, by requiring their signatures on the Home Improvement Application and their initials on the proposed plans. Neighbor awareness



does not constitute neighbor approval or disapproval. Although, neighbor awareness is generally not required for the following improvements: exterior lighting, screen doors, security screen doors, front doors, French doors, replacement windows, garage doors, ceramic house numbers (address tiles) and trellises unless located in easement areas; the Architectural Committee reserves the right to request neighbor awareness for any proposed improvements, as it deems necessary. All other proposed improvements require neighbor awareness as part of the submittal process.

(Revised 6-6-01)

The applicant is responsible to describe clearly the proposed improvements to neighbors, so that neighbors will not later accuse the applicant of the lack of full disclosure. For that reason, drawings should include a generous amount of legible notes.

If the closely affected neighbor(s) residing on the property is not an owner, the address of said property should be provided on the Home Improvement Application and the Association will contact the absentee owner in writing upon submittal to the Architectural Committee. In this case, however, the Home Improvement Application cannot be considered complete and submitted to the Architectural Committee for ten (10) days, allowing an opportunity for the absentee owner to comment on the proposed plans. The ten (10) days will be added to the 30-day review period.

- (1) The applicant is responsible for obtaining the neighbor awareness information and will acknowledge by signature on the Home Improvement Application that the information is complete and accurate. The Architectural Committee reserves the right to request additional neighbor awareness.
- (2) The Architectural Committee will evaluate the neighbors' comments or concerns which may necessitate a homeowner's/neighbor's attendance at a meeting. However, the authority to approve or disapprove the Home Improvement Application is the sole responsibility of the Architectural Committee. Additionally, the application must include the initials of the neighbor's awareness on the plans submitted for review by the Architectural Committee.

(g) If the property is part of a Maintenance Association, that Maintenance Association must first review the drawings and Home Improvement Application to evaluate if the proposed improvements are within the applicant's legal property rights. Drawings will not be considered "submitted" to the Woodbridge Village Association Architectural Committee until the Maintenance Association's legal review has taken place, and they have completed the required disclaimer form. Each homeowner must ensure that plans have been properly processed through their Maintenance Association. Any application which is not within the property rights of the applicant cannot be reviewed by the Woodbridge Village Association Architectural Committee.

(h) The Architectural Committee has thirty (30) days from the receipt of the submittal of a 'complete' (as determined by the Architectural Committee) submittal

package, to approve or deny the submittal. Incomplete submittals will be denied. Applicants are notified by mail of the Architectural Committee's decision. If the Architectural Committee fails to transmit its decision within thirty (30) days after receipt of a **complete** submittal package, then the submittal will be deemed approved.

(i) In the event the Home Improvement Application and drawings submitted to the Architectural Committee are disapproved, the applicant may request to meet with the Architectural Committee at their regularly scheduled monthly meeting to review and discuss the plans and application. The homeowner may appeal the disapproval, in writing, to the Woodbridge Village Association Board of Directors. The written request must be received by the Board of Directors not more than thirty (30) days following the disapproval by the Architectural Committee.

(j) Approval of improvements by the Architectural Committee is for aesthetic purposes only. It is the applicant's responsibility to see that all federal, state, and local ordinance and codes are followed. Permits may be required by the City of Irvine or other public agencies. Approval of any project by the Architectural Committee does not waive the necessity of obtaining the required City permits. In turn, obtaining City permits does not waive the need for approval by the Architectural Committee prior to construction.

(k) Construction must commence within ninety days (90) days after approval of the drawings by the Architectural Committee. If commencement of construction is to be deferred for a period of more than ninety (90) days, a new Home Improvement Application may be required by the Architectural Committee.

(l) All work should be completed within forty-five (45) days from the date of commencement of construction for minor projects, and within six (6) months from the date of commencement of construction for major projects (all room additions and remodels). If the scope of the project warrants more time, contact the WVA office.

(m) Construction must not unreasonably disturb neighbors or their yards or property or property owned and/or maintained by the Village Association or any Maintenance Association in the community. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent which written consent must include a description of the access area.

(n) The use of property owned and/or maintained by the Village or Maintenance Association for construction access is not permitted, unless authorized by the Association and the applicant signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Village or Maintenance Association. Any authorization for construction access by the Village or Maintenance Association must be in writing and must include a specific description of the access area.

(o) The Applicant is responsible to ensure the original course of surface water flow is not disturbed or altered to adversely affect neighboring properties.

(p) The Community Relations Department, or its authorized representative, will

make routine inspections of the project. The Association will notify the homeowner in writing should any noncompliance with the approved plans be determined upon any inspections.

(q) The commencement of construction prior to the approval of the proposed work by the Architectural Committee, or non-adherence to the approved plans, shall be a violation of these rules, and the Association's Architectural Committee is empowered to issue a stop work order to the homeowner. Continuing work beyond the issuance of the stop work order shall subject the homeowner to fines and all other legal remedies which the Association may be entitled pursuant to the Master Declaration and the laws of the State of California. The stop work order is issued by the Architectural Committee through the Community Relations Department and will be signified by the delivering or posting of the notice at the job site and a copy of the order sent to the homeowner by registered mail.

(r) All field changes which affect the exterior--including, but not limited to, changes in approved heights, widths, or lengths---must be approved prior to the changes being performed.

(s) At the completion of the framing of room additions or remodels, the homeowner must give the Association a 48 hour advance notice before proceeding further. A representative of the Association will make an on-site compliance inspection of the framing during this period to ensure that the elevations as built conform to the approved plans. If so, the representative will sign the posted WVA Architectural Permit.

(t) Upon completion of the exterior work, as indicated on the "approved" copy of the drawing and its specifications, the homeowner must notify the Community Relations Department to obtain a final inspection. If the Architectural Committee chooses to inspect the job for conformance to the plans, as submitted and approved, inspection will be completed within thirty (30) days after the homeowner has notified the Association of completion. If the improvements are built according to the approved drawings, then the posted WVA Architectural Permit will be signed. If the improvements are not built according to the approved drawings, then the Association will notify the homeowner in writing regarding any noncompliance.

(u) The failure to notify the Association in writing of any field changes, the completion of framing, non-adherence to the approved plans, or project completion shall be a violation. The Association is empowered to issue a stop work order to the homeowner at any time. Continuing work beyond the issuance of the stop work order shall subject the homeowner to possible fines, and/or a court issued temporary restraining order to stop work, and all other legal remedies to which the Association may be entitled pursuant to the Master Declaration and the laws of the State of California. If a violation is determined, the Association will seek to assess the homeowner for all costs to bring the home improvement into compliance. The stop work order is issued by the Association through the Community Relations Department and

will be signified by the delivering or posting of the notice at the job site; and by sending a copy of the stop work order to the homeowner by registered mail.

(v) The Architectural Committee's approval of drawings refers to conformance with the CC&Rs and these Standards. Plans and specifications are not approved for engineering design, and by approving such plans and specifications neither the Architectural Committee, the members thereof, the Association, the Association members, the Association Board, designated representatives, agents, nor the Declarant assumes liability or responsibility therefor, or for any defect in any structure constructed from such plans and specifications.

(w) The Board of Director shall have the right and privilege to permit any owner without the consent of other owners) to deviate from any of the architectural standards, provided that such deviation is necessary, in the opinion of the Board of Directors, in order to carry out the general purposes of the Declaration and/or the design standards. Any such permission of the Board of Directors shall be in writing and shall not constitute a waiver of the committee's or Association's powers of enforcement with respect to any of the architectural controls as to any other of the covered properties.

### **Section 3-301. Step-by-step Process and Submittal Requirements.**

#### **MAJOR PROJECTS (all room additions and remodels)**

##### **Step 1 (Optional Conceptual Discussion Stage)**

Prior to preparation and submittal of preliminary drawings, homeowners are encouraged, but not required, to have rough conceptual sketches and floor plans prepared for discussion with the Architectural Committee and Community Relations staff. There are no requirements for the format of these sketches and no approval or commitments will be granted at this conceptual discussion stage. Its purpose is to give guidance to the homeowner.

##### **Step 2 (Preliminary Submittal)**

Applicant reviews the Standards and has preliminary drawings prepared depicting the proposed new improvements. Such drawings must be drawn to a minimum scale of one-eighth inch equaling one (1) foot and must contain the following:

- Date drawn (or revised) on each sheet.
- Address of improvement.
- Roof plan.
- Site plan showing the exact property line and zero-lot-lines, proximity to adjacent homes, curbs, sidewalks, garden walls, fences, driveway; with dimensions and a north arrow. The site plan should also include dimensions of your home to property lines.

## § 3-301 ARCHITECTURAL GUIDELINES AND STANDARDS

- Floor plan (minimum scale). Indicate all walls, columns, openings, and any condition or feature that will affect the exterior design of the addition/structure, with dimensions.
- Elevation drawings (minimum scale).

Provide exterior elevation drawings of all proposed addition(s)/structure(s), with dimensions, including the overall height of the new roof and the existing roof and the elevation level of each floor

- ii. Note all types of materials, including colors and proposed roof material.
- i. Show how the proposed structure fits within the addition/structure envelope.
- ii. Existing and proposed new floor areas.

***Inadequate information will be grounds for the Committee to deny the preliminary application.***

### **Step 3**

Applicant shows the drawings to neighbors and requests their signatures on the Home Improvement Application and initials on the drawings.

### **Step 4**

Applicant completes the Home Improvement Application.

### **Step 5**

Applicant and his/her consultants sign and date the drawings to affirm that they have read the Architectural Standards.

### **Step 6**

The Applicant submits the completed Home Improvement Application, three (3) sets of signed drawings, and the applicable processing fee to the Woodbridge Village Association.

### **Step 7**

Architectural Committee reviews the Home Improvement Application and the drawings for completeness, consistency with the Standards, the ability of the lot to accommodate the increased square footage of the house, the aesthetic compatibility of the design and materials with the home and neighboring residences, and the effect of the requested modification on neighboring properties and streets, to include the conformity of the plans and specifications with the purpose and general plan of the community. It approves or denies the submittal. Approval constitutes authorization to submit final, City-stamped construction drawings to the Woodbridge Village Association.

The homeowner is required to obtain an advisory opinion from the Architectural Committee prior to the preparation of construction drawings; and is responsible to obtain a City permit and to ensure all such matters of construction are in compliance with the local government requirements. However, a City permit does not alleviate the homeowner's responsibility of obtaining architectural approval from the Woodbridge Two (2) set of the three (3) sets of submitted Village Association.

The review of the preliminary drawings will be returned to the owner with advisory comments by the Committee which may serve as a guide in the preparation of a final Home Improvement Application and construction drawings.

The review of the preliminary drawings by the committee is advisory only. Any comments, written or oral, made by the committee shall not be construed as its approval. Approval or disapproval by the Architectural Committee is rendered only upon submission of a final Home Improvement Application and City-stamped construction drawings.

#### **Step 8 (Final Submittal)**

Applicant reviews the Committee's comments regarding the preliminary drawings and has final construction drawings prepared. Such drawings must be drawn to a minimum scale of one-eighth inch equaling one (1) foot and must contain the following:

- Date drawn (or revised) on each sheet.
- Address of improvement.
- Site plan showing the exact property line and zero-lot-lines, curbs, sidewalks, garden walls, fences, driveway; with dimensions and a north arrow.
- Floor plan.
- Drawings of exterior elevations indicating the new and existing roof heights and finished elevation level of each floor.
- Roof plan showing the tie-in of the new roof to the existing structure.
- Exterior door and window schedules.
- Exterior details including roof details, wall details, and door/window details.
- A material color list and sample board showing proposed exterior finish colors for all walls, roofs, windows, and trim and any other finish materials contemplated for use.

***Inadequate information on the above plans will be grounds for the Committee to deny the application.***

#### **Step 9**

Applicant shows the drawings to neighbors and requests their signatures on the Home Improvement Application and initials on the drawings.

#### **Step 10**

Applicant completes the Home Improvement Application.

**Step 11**

Applicant and his/her consultants sign and date the drawings to affirm that they have read the Architectural Standards

**Step 12**

The Applicant submits the completed Home Improvement Application, two (2) sets of signed drawings to the Woodbridge Village Association.

**Step 13**

Architectural Committee reviews the Home Improvement Application and the final drawings for completeness and consistency with the Standards. It approves or denies the submittal.

**Step 14**

Applicant reviews the Committee's comments and notifies the Committee if there are any questions.

**Step 15**

If the Committee has granted final approval and the Applicant understands the Committee's comments, then construction must begin within ninety (90) days after approval by the Architectural Committee. If commencement of construction is to be deferred for a period of more than ninety (90) days, a new Home Improvement Application may be required by the Architectural Committee.

**Step 16**

Construction must proceed consistent with the approved final drawings. Any deviations or changes must be reviewed and approved by the Committee. Inspections by the Association during construction will occur.

**Step 17**

All work should be completed within six (6) months from the date of commencement of construction. If the scope of the project warrants more time, contact the Woodbridge Village Association office.

**Step 18**

Upon completion of the exterior work, as indicated on the "approved" copy of the drawing and its specifications, the homeowner must notify the Community Relations Department to obtain a final inspection. If the Architectural Committee chooses to inspect the job for conformance to the plans, as submitted and approved, inspection will be completed within thirty (30) days after the homeowner has notified the Association of completion.

Failure to obtain Architectural Committee approval of drawings, or failure to complete the improvements in a timely manner and in accordance with the approved

drawings constitutes a violation of the CC&Rs and may require the unauthorized improvement to be removed at the property owner's expense.

**MINOR PROJECTS (improvements other than room additions and remodels)**

**Step 1**

Applicant reviews the Standards and may be required to have drawings or brochures depicting the proposed new improvements showing:

- Date.
- Address of improvement.
- Property lines and zero-lot-lines, existing building and yard features affecting the proposed improvement including the location and description.

***Inadequate information will be grounds for the Committee to deny the application.***

**Step 2**

Applicant shows the drawings to neighbors and requests their signatures on the Home Improvement Application and initials on the drawings. (The signature indicates neighbor's awareness, not neighbor's approval.)

**Step 3**

Applicant completes the Home Improvement Application.

**Step 4**

If the property is part of a Maintenance Association, that Maintenance Association must first review the proposed improvement and Home Improvement Application to evaluate if the proposal is within the applicant's legal property rights.

**Step 5**

The Applicant submits the completed Home Improvement Application to the Woodbridge Village Association.

**Step 6**

Architectural Committee reviews the Home Improvement Application and submittals for completeness and consistency with the Standards. It approves or denies the submittal.

**Step 7**

Construction must proceed consistent with the approved drawings. All deviations and changes must be reviewed and approved by the Committee. Inspections by the Association during construction will occur.



**Step 8**

All work should be completed within forty-five (45) days from the date of commencement of construction. If the scope of the project warrants more time, contact the Woodbridge Village Association office.

**Step 9**

Upon completion of the exterior work, as indicated on the “approved” copy of the drawing and its specifications, the homeowner must notify the Community Relations Department to obtain a final inspection. If the Architectural Committee chooses to inspect the job for conformance to the plans, as submitted and approved, inspection will be completed within thirty (30) days after the homeowner has notified the Association of completion.

Failure to obtain Architectural Committee approval of drawings, or failure to complete the improvements in a timely manner and in accordance with the approved drawings, constitutes a violation of the CC&Rs and may require the unauthorized improvement to be removed at the property owner’s expense.

(Revised and Restated 4-7-99)

**Section 3-302. Conditions of Approval.**

(a) The Applicant shall have the responsibility to ensure that these conditions of approval are enforced upon all persons or firms engaged by the Applicant to construct and/or install the improvements.

(b) Landscaping for any residential lot shall be installed in the front yard and any visible side yard within one hundred eighty (180) days following the conveyance of the lot to the first owner thereof.

(c) Only signs permitted in the CC&Rs shall be displayed on any house or in any yard. Signs identifying tradesman, contractors, or installers are not permitted.

(d) Construction is only permitted between the following hours:

Monday through Friday	Between 7:00 a.m. and 5:00 p.m.
Saturday	Between 8:00 a.m. and 4:00 p.m.
Sunday	No work permitted.

If current City of Irvine, as applicable, regulations are more restrictive, they shall prevail.

(e) Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, common areas, or on property and/or maintained by the Village or Maintenance Association. At the end of each day, the construction site shall be cleaned and loose items secured from wind. Each week,

rubbish, debris and unsightly material or objects shall be removed from the unit or lot. The property owner is financially responsible for any trash cleanup work the Village Association deems needed to comply with this restriction.

(f) Building material, including sand and bricks, shall not be stored on streets, sidewalks, common areas, or on property owned and/or maintained by the Village or Maintenance Association. All building material must be stored on the applicant's property.

(g) The property owner is financially responsible for any cleanup and repair work the Village Association deems needed to comply with this restriction.

(h) Trash bins cannot be placed on streets or other areas of the property that are exposed to the public for more than four (4) consecutive calendar days unless otherwise approved in writing by the Architectural Committee.

(i) Prohibited Vehicles, including trucks, concrete mixers, trailers, compressors, and other similar types of construction equipment, are not allowed in any driveway or other exposed areas or any street except for the purposes of loading, unloading and making deliveries or emergency repairs, unless otherwise approved in writing by the Architectural Committee. The property owner is financially responsible for any equipment removal and repairs the Village Association deems needed to comply with this restriction.

(j) Proper drainage is required. The applicant is responsible to ensure the original course of surface water flow is not disturbed or altered to adversely affect neighboring property. Unless adequate alternative provisions are made for drainage, the original drainage system on the applicant's property shall be left undisturbed. This includes gutters, downspouts, underground drains, and swales. Additionally, approval by the Architectural Committee is not a review of the side yard easement rights between the parties involved, including drainage, or the effect of the proposed improvements on such rights and drainage.

(k) The quality of new improvements shall match the quality of existing improvements. The Architectural Committee may require the applicant to rebuild improvements which are of substandard workmanship. The property owner is financially responsible for any rework the Village Association deems needed to comply with this restriction.

(l) Failure to obtain Architectural Committee approval for new improvements or changes to existing improvements constitutes a violation of the CC&Rs and may require the construction to be removed at the property owner's expense.

(m) Property owners shall have the right and responsibility to notify the Architectural Committee of any potential violation of the CC&Rs and the Standards.

(n) These Standards (with the provisions set forth in the CC&Rs) form the criteria for evaluation of drawings submitted for review and approval by the Architectural

Committee. These Standards may be amended or supplemented from time to time, as provided for in the CC&Rs.

(o) The repair and maintenance of any improvement shall be the responsibility of the installing property owner or subsequent property owners.

**Section 3-303. Architectural Enforcement Policy.**

- (a) In the event a member fails to comply with any of these applicable Architectural Guidelines and Standards, a fine of twenty-five dollars (\$25.00) may be levied for each day for each violation. The Board may impose fines not to exceed \$150 for repeat offenses of all of those matters now specified in the Association Governing Documents [i.e. the Woodbridge Declaration (CC&R's), the Articles of Incorporation, Bylaws, Rules, Regulations, Guidelines and/or Policies] as being subject to a \$25 fine. In the event of a possible fine, the Community Relations Manager notifies the member in writing of a fine hearing date in accordance with the Association's Bylaws, Article III, Section 8 (c). A written notification of the Fine/Appeal Panel's decision will be mailed to the homeowner within seven (7) days following the hearing. The Association may also consider taking other legal action to bring the property into compliance. All legal fees and costs incurred by the Association may be assessed to the legal owner.

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