



Willow Haven

**Design Guidelines
For
WILLOW HAVEN
COMMUNITY ASSOCIATION**

Adopted January 2005

**WILLOW HAVEN COMMUNITY ASSOCIATION
DESIGN GUIDELINES**

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Dear Homeowner:

Welcome to your new home in the Willow Haven Community! These Architectural Standards are designed with the goal of maintaining the aesthetic beauty of the community.

Please review these "Guidelines" prior to completing your Property Improvement form to ensure your submittal is complete. **Keep in mind that any proposed changes must be within areas that are defined as non-association maintained areas. Changes may not be made to any association maintained component.** If at any time you have any questions regarding the review process, please contact your management representative at 949-450-0202.

I. Purpose of Design Guidelines

The purpose of these Design Guidelines for Willow Haven Community Association ("Guidelines") is to provide continuity for the physical character of the Neighborhood. The intent is to give specific design criteria to Unit owners for subsequent Improvements after the completion of the original construction.

These Guidelines are written to preserve a high quality of appearance, assure compatibility between Improvements, and to protect and enhance the Neighborhood's overall value. They are intended to be used by Owners and consultants in preparing drawings and/or plans for landscape and other Improvements; and by the Willow Haven Community Association Design Review Committee ("Design Review Committee") in reviewing the drawings/plans for conformance with the stated objectives. The Design Review Committee reviews proposed Improvements for aesthetic purposes only.

These Guidelines are to be used in place of the Willow Haven Community Association Design Guidelines by the Willow Haven homeowners.

For purposes of clarification, the "Association" shall mean the Willow Haven Community Association, and "Declaration" shall mean the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Reservations of Easements for Willow Haven Community Association.

II. Architecture

A. Structural or Material Additions or Alterations

1. Alterations or additions to the exterior of the buildings, including walls, are not permitted.

B. Building Attachments

1. The Design Review Committee shall approve any items that require attachment to a building by means of nails, screws, bolts, etc. Under no circumstances shall the penetration of stucco, wood or any other part of the building be allowed without the proper water proofing applied to the penetrated surface.

C. Awnings, Patio Covers & Trellises

1. Awnings, patio covers or overhead trellises, are not permitted.

D. Basketball Backboards and Sports Apparatus

1. No basketball backboard or other sport apparatus can be constructed or maintained on any Unit and are prohibited within the Neighborhood.

E. Play Equipment

1. Any play equipment within a courtyard must not exceed the height of the courtyard wall or fence.

F. Water Features

1. The installation or placement of any in-ground or above ground pool, spa and hot tub is not permitted.
2. Fountains may not exceed the height of a courtyard wall and may not be attached to any wall or fence.

G. Water System

1. No individual water supply system or water softener system is permitted on any Unit unless such system is designed, located, constructed and equipped in accordance with the requirements, standards, and recommendations of the applicable water district, any applicable governmental health authority having jurisdiction, and the written approval of the Design Review Committee.

H. Air Conditioners

1. Replacement air conditioners may be installed subject to prior written approval from the Design Review Committee. Replacement air conditioners should be of similar quality of the original unit. Location and noise factors are primary considerations of the Design Review Committee.

I. Screen Doors

1. The Design Review Committee must approve all screen doors for front entry doors.

J. Signs & Flags

1. Only a for-sale signs, for-rent signs, or security service signs permitted in the Declaration can be displayed on any Owner's Unit. No sign or flag can be attached to any building, fence or wall. Contractor business signs advertising

Signs & Flags (cont.)

work on an Owner's Unit or landscaping are not allowed. The Association is not obligated to advise contractor of the signage policy. Signs may be removed by the Association without notice. Owners should advise contractor accordingly.

A noncommercial sign, poster, flag or banner may be made of paper, cardboard, cloth, plastic or fabric, and may be posted or displayed only from a window, door, deck or other areas within exclusive control of the Owner. Such noncommercial signs, posters, flags and banners may not be made of lights, roofing, siding, paving materials, flora, or balloons or any other similar building, landscaping or decorative component, or include the painting of architectural surfaces. The Association may prohibit noncommercial signs and posters that are more than nine (9) square feet in size and noncommercial flags or banners that are more than fifteen (15) square feet in size. No sign advertising the Condominium for sale or lease may be placed on the Association Property. The preferred location for such sign shall be in a window.

One decorative flag is permitted per Unit. It must have no commercial content or objectionable message; and must be maintained continually in good repair. The flag pole holding the decorative flag must be no longer than six (6) feet in length. The pole must be removed when a flag is not displayed. Flags can only be displayed within the courtyard area.

K. Skylights and Solar Equipment

1. The installation of skylights and solar equipment of any kind is not permitted.

L. Outside Sound System and Lighting

1. No outside sound system or outdoor speakers may be attached or wired to the outside of any building. Any additional spotlights or other types of bright lights are not permitted. Additional lighting fixtures are not to be attached to any Unit.
2. Low voltage landscaping lights are permitted subject to prior written approval from the Design Review Committee.

N. Barbecues

1. Except for barbecues, no outdoor fires are permitted anywhere in the Neighborhood. Barbecue equipment may be kept in the patio and side yard, but not underneath any building overhangs, or against the side yard or patio fence. Barbecues are not allowed on the decks. The size of the patio and side yard areas may limit the use of some barbecues. The height of a barbecue may not exceed forty-two (42) inches in height. Barbecues may not take up an area greater than ten (10) square feet.

N. Window Coverings

1. Curtains, drape, shutters or blinds may be installed as window coverings and must be installed within six (6) months of close or escrow. White sheets can be used as temporary window coverings, but not longer than six (6) months of close of escrow.
No window shall be covered with aluminum foil, colored sheets, newspapers or similar material not designed or intended for use as a window cover.

O. Antennae Restrictions

1. No Person may install on the exterior of any building any antenna or over-the-air receiving device except for an "Authorized Antenna." An Authorized Antenna is (i) an antenna designed to receive direct broadcast satellite service, including direct-to-home satellite service, that is one meter or less in diameter, or (ii) an antenna designed to receive video programming service, including multichannel multipoint distribution service, instructional television fixed service, and local multipoint distribution service, and is one meter or less in diameter or diagonal measurement, (iii) an antenna designed to receive television broadcast signals, or (iv) an antenna used to receive and transmit fixed wireless signals. An Authorized Antenna may be mounted on a mast or tripod to reach the height needed to receive an acceptable quality signal, subject to local governmental agency permitting requirements for safety purposes.
2. No Owner shall install any antenna or other Improvement on the building exterior or on any real property which such Owner does not own, such as the walls and fences enclosing the Owner's Exclusive Use Area patios and side yards, or is not entitled to exclusively use or control under the Restrictions without the prior written approval of the Design Review Committee, which it may withhold at its sole discretion. The Design Review Committee may prohibit the installation of an Authorized Antenna in a particular location if, in the Design Review Committee's opinion, the installation, location or maintenance of such Authorized Antenna unreasonably affects the safety of the Owners or any other Person, or for any other safety-related reason established by the Design Review Committee. The Design Review Committee also has the power to prohibit or restrict the installation of any antenna or other over-the-air receiving device that does not meet the definition of an Authorized Antenna above.
3. The Design Review Committee may review the location and installation of an Authorized Antenna after it is installed. After its review, the Design Review Committee may require that the Authorized Antenna be moved to a preferred location (if one has been designated) for safety reasons or to comply with reasonable restrictions subject to Section 2.7 of the Declaration and applicable law.

III. Landscaping and Other Related Improvements

A. Landscaping

1. Nothing shall be altered or constructed in or removed from the Association Property, nor shall any change or alteration in the original landscaping plan for the Association Property be undertaken without the approval of the Board of Directors.
2. The soils conditions in the Willow Haven Community Association are generally considered to be of very low to low expansion potential. Buyers are advised that the maximum height of all artificial fill soils is approximately ten (10) feet. As a result of the expansive and fill soils, Buyers may experience soil settlement, which may cause stress on the structural integrity of flatwork or other Improvements.
3. Soluble sulfate content test conducted during grading operations indicate that concrete in contact with existing earth materials at the Willow Haven Community Association would be subject to negligible sulfate exposure. However, these soils are expected to be mildly corrosive to metals in contact with them. Buyers should obtain the recommendations of a qualified professional prior to installing any Improvements in the courtyards or side yards.
4. Thematic landscape features with overly-distinctive colors, forms or materials that establish an independent theme that detracts from the overall streetscape, such as mirror balls, pink flamingos, Astroturf, rock gardens, gravel, boulders in turf areas, boulders over twelve (12) inches high in shrub areas, cactus, waterfalls, fountains which are incompatible with the architecture, railroad ties, and split rail fencing, are not permitted.
5. No landscape or hardscape may be installed until plans and specifications have been approved by the Design Review Committee. The plans must show the proposed locations, elevations, and height at maturity of said trees, bushes, shrubs or plants, including location, elevation and height in relation to other Units. Design Review Committee approval will be denied if the Design Review Committee reasonably determines that the passage of light or air to any Unit would be unreasonably impeded or distracted by the location of any tree, bush, shrub, or plant.
6. The Design Review Committee shall have the right, but not the obligation, to require any Owner to remove, trim, top or prune any tree, bush or plant that, in the reasonable belief of the Design Review Committee, unreasonably impedes the passage of light or air to any Resident, and to shape and thin trees for wind resiliency and appearance.

B. Drainage

1. Proper drainage is required. Unless adequate alternative provisions are made for drainage, the existing drainage system installed on the applicant's property shall not be altered. This includes rain gutters, downspouts, underground drains and swales.
2. Rain gutters, downspouts or scuppers are to be kept clean and free of debris.

C. Planters or Flower Pots

1. Live plants in pots may be kept in the patio and side yard provided that they are kept in pots equipped with dishes to catch excess or leaking water. Planters or flower pots, appropriately constructed and in good condition, may be placed on any front porch or in any courtyard or side yard area on condition that they contain at all times, live, healthy plants or artificial plants that adequately represent living plants. Planters or flowerpots may not be placed on top of the courtyard or side yard wall or cap or attached to the any stucco wall or any fence or gate. Live plants are not allowed on the decks, small balconies with no access, on pot shelves or on wall caps.
2. Raised planter boxes are not permitted adjacent to open fencing. Raised planter boxes are permitted at a height not to exceed eighteen inches (18") and consist of four (4) sides. Existing block walls are not to be used as one side of the planter box. These walls have not been constructed to be used as retaining walls and have not been waterproofed.

D. Plant Material and Trees

1. No vines or plants may be attached to any wall, fence or gate.
2. Trees should not exceed six (6) feet in height. Root barrier may be required and regular maintenance will be required to keep trees within the required height. All trees must be planted at least a minimum of three (3) feet from walls or fences. Some trees may require more room to accommodate the canopy or root system. Tree canopies cannot hang over any wall or fence. All trees and shrubs must be from the approved plant palette attached to these Guidelines.
3. All shrubs and bushes should not exceed the height of the courtyard or side yard walls and must be kept trimmed so as not to show above any wall.

IV. Right to Adopt Additional Design Guidelines

The Board of Directors may, from time to time, adopt and promulgate additional Design Guidelines to be administered through the Design Review Committee. Copies of such additional

Right to Adopt Additional Design Guidelines (cont.)

Design Guidelines, together with any Rules and Regulations adopted and promulgated by the Board of Directors and/or the Design Review Committee, will be on file at the office of Action Property Management, Inc., the management company.

V. Plant Palette

Plants should be selected that respect soil conditions and water use; and that contribute to the overall appearance of the Neighborhood. The trees, shrubs and groundcovers on the following list are recommended for small courtyards or side yards. Individual courtyards have unique characteristics, such as the amount of sunlight they receive. Therefore, before selecting any of the following, professional advice is recommended.

BOTANICAL NAME

COMMON NAME

TREES

Brachychiton populneus	Bottle Tree
Cinnamomum camphora	Camphor Tree
Cycas revoluta	Sago Palm
Lagerstroemia indica 'Rubra'	Crape Myrtle
Jacaranda acutifolia	Jacaranda
Pinus eldarica	Mondell Pine
Pyrus calleryana 'Bradford'	Bradford Pear
Prunus caroliniana	Carolina Laurel Cherry
Platanus racemosa	California Sycamore
Rhus lancea	African Sumac
Salix babylonica	Weeping Willow
Schinus molle	California Pepper
Syagrus romanzoffianum	Queen Palm
Tristania conferta	Brisbane Box
Ulmus parvifolia 'True Green'	Evergreen Elm

SHRUBS AND GROUNDCOVER

Agapanthus africanus	Lily of the Nile
Buxus microphylla japonica	Japanese Boxwood
Dietes vegeta	Fortnight Lily
Escallonia rubra	Escallonia
Feijoa sellowiana	Pineapple Guava
Gazania rigens 'Mitsuwa Yellow'	Gazania
Hemerocallis hybrids "Yellow"	Daylily
Juniperus chinensis 'Armstrongii'	Armstrong Juniper
Lagerstroemia indica	Crape Myrtle
Lavandula angustifolia	English Lavender
Ligustrum japonicum 'Texanum'	Japanese Privet

Plant Palette (cont.)

SHRUBS AND GROUNDCOVER (con't.)

Melaleuca nesophila	Pink Melaleuca
Myoporum pacificum	Myoporum
Nandina domestica	Heavenly Bamboo
Pelargonium peltatum	Geranium
Pittosporum tobira 'Wheeler's Dwarf'	Pittosporum
Prunus caroliniana 'Bright n' Tight'	Carolina Laurel Cherry
Rhaphiolepis indica 'Ballerina'	Indian Hawthorn
Rhaphiolepis indica 'Clara'	Indian Hawthorn
Rhaphiolepis indica 'Springtime'	Indian Hawthorn
Rhaphiolepis indica 'Majestic Beauty'	Indian Hawthorn
Rosmarinus officinalis 'Prostrata'	Rosemary
Rosmarinus officinalis 'Tuscan Blue'	Tuscan Blue Rosemary
Trachelospermum jasminoides	Star Jasmine
Viburnum tinus 'Spring Bouquet'	Viburnum
Vinca major	Periwinkle
Xylosma congestum	Xylosma

VINES

Clytostoma callistegioides	Violet Trumpet Vine
Parthenocissus tricuspidata	Boston Ivy
Pyracantha coccinea 'Government Red'	Firethorn
Rosa banksiae	Lady Bank's Rose
Trachelospermum jasminoides	Star Jasmine

VI. Review and Approval Process

A. General Rules

1. Construction of any Improvement, including landscaping, may not begin until the Design Review Committee has approved drawings depicting the proposed Improvement. **Courtyard and/or side yard improvements must be completed within six (6) months after the close of escrow.**
2. Detailed drawings, a completed "Property Improvement Form" and completed "Neighbor Awareness Form" must be submitted within sixty (60) days of close of escrow.

No plan reviews will be conducted until escrow has closed.

The Design Review Committee has established a \$100.00 non-refundable architectural review fee to review submittals for the Willow Haven Community Association; and a \$250.00 security deposit, to be refunded after the Notice of Completion is approved by the Design Review Committee. The security deposit is to be used by the Association to correct any damage to common area or Association Property resulting from the homeowner's installation. It is not used to pay fines. On the initial sale, these amounts will be collected through escrow.

The drawings/plans and forms (3 sets) should be sent to the "Willow Haven Design Review Committee" in care of the property management company:

StoneKastle Community Management, Inc.
22800 Savi Ranch Pkwy,
Suite 214
Yorba Linda, CA 92886

3. The Design Review Committee has forty-five (45) days from the receipt of the submittal of a '**complete**' (as determined by the Design Review Committee) submittal package, to approve or deny the submittal. The applicant **must** obtain a dated written receipt for all plans and specifications submitted. Incomplete submittals will be denied.
4. When installations are completed, a "Notice of Completion" and photographs of the completed Improvements must be delivered to the Design Review Committee, for its use in determining if the Improvements were installed according to the approved drawings; and for refunding any security deposit required by the Design Review Committee. A representative of the Design Review Committee may also inspect the Improvements.

General Rules (cont.)

5. The Design Review Committee may increase the design review fee from time to time as the cost of review increases.
6. A Neighbor Awareness Form is required to notify adjacent residents, buyers and owners designated by the Design Review Committee of pending installations. A submittal is not complete until the signed Neighbor Awareness Form is attached. This form does not constitute approval by a neighbor of the Improvements to be installed.
7. Installation must not disturb neighbors or their courtyards or property or common area or any other homeowner association in the Neighborhood. The use of a neighbor's courtyard for installation access is not permitted unless the neighbor has given written consent which must include a description of the access area. The use of the property owned and/or maintained by the Association for installation access is not permitted, unless authorized by the Association, and the applicant signs a waiver of damage and posts a security deposit for repairs of damage to property owned and/or maintained by the Association. Any authorization for construction access by either Association must be in writing and must include a specific description of the access area.

All building or planting materials must be stored within the courtyard or side yard areas only and can not be stored on any common area, Association Property area, sidewalks, driveways, streets or any property owned and/or maintained by the Association. Streets may not be obstructed by construction equipment.

In keeping with the BMP code, subcontractors can not clean their tools and equipment on site. No concrete or any other materials are to be washed into the storm drains or left in any street within the Neighborhood.

8. Approval of Improvements by the Design Review 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. Permit(s) may be required by a public agency.
9. The Design Review Committee's approval of drawings refers to conformance with the Declaration and these Guidelines. By approving the drawings neither the Design Review Committee, the Association, the Members, the Board of Directors, designated representatives, agents, nor Lennar Homes of California, Inc. assumes liability or responsibility thereof, including without limitation architectural or engineering design or for any defect in any Improvement installed from such drawings.

B. Process/Submittal Requirements

Step 1

Applicant reviews the Willow Haven Community Association Guidelines and prepares plans, elevations, and cross-sections depicting the proposed new Improvements showing:

- Owner's name, date, address and Unit number of residence, north arrow, scale of plans (1/8"=1'-0" or 1/4"=1'-0"), notes in English
- Designer/contractor's name, address and phone numbers
- A dimensioned hardscape plan showing existing walls, fences, and new and existing drainage accurately described as to materials, length, height, and angles.
- A dimensioned planting plan showing new plants accurately described as to plant type, size and location (must be from the approved plant palette and must include common names for all trees and shrubs).

The speed of Design Review Committee approval is based on the amount of information given on the drawings. Inadequate information will cause the Design Review Committee to deny the application.

Step 2

Applicant completes Property Improvement Form (Exhibit A).

Step 3

Applicant shows the drawings to and requests their signature on the Neighbor Awareness Form (Exhibit B). Signature of this form does not constitute neighbor approval of the Improvements.

Step 4

Applicant submits the completed Property Improvement Form, the completed Neighbor Awareness Form, and three (3) sets of drawings/plans to the "Willow Haven Design Review Committee" in care of the property management company:

StoneKastle Community Management, Inc.
21722 Old Canal Rd, Unit B
Yorba Linda, CA 92887

No plan reviews will be conducted until the applicant's escrow has closed.

Step 5

Design Review Committee reviews the Property Improvement Form, the Neighbor Awareness Form, and the drawings/plans for completeness and consistency with the Guidelines. It approves or denies the submittal. Approval may be given with conditions.

Step 5 (cont.)

If the approval is of preliminary design drawings, then the applicant must prepare final construction documents, for review and approval by the Design Review Committee.

Step 6

Applicant reviews the Design Review Committee's comments and notifies the Design Review Committee if there are any questions by contacting the Management Company.

Step 7

If the Design Review Committee has granted final approval and the applicant understands the Design Review Committee's comments, then installation must begin within thirty (30) days after approval by the Design Review Committee. **Courtyard and/or side yard improvements must be completed within one hundred eighty (180) days from close of escrow.**

Step 8

Construction/installation must be consistent with the approved drawings/plans. All deviations must be reviewed and approved in writing by the Design Review Committee.

Step 9

Within thirty (30) days after installation is complete, the applicant submits a Notice of Completion to the Design Review Committee (Exhibit C).

Step 10

The Design Review Committee or their representative visits the site within sixty (60) days after receiving the Notice of Completion and determines if the Improvements were constructed according to the approved drawings/plans; and then refunds the security deposit, minus any costs to repair property owned and/or maintained by the Association. Failure to obtain Design Review Committee approval constitutes a violation of the Declaration and may require the unauthorized Improvements to be removed at the Owner's expense.

C. Conditions of Approval

The following conditions shall be the conditions of any Design Review Committee approval. They shall be deemed incorporated by reference in all drawings/plans or Design Review Committee's approvals. 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.

1. Completion of Landscape/Hardscape

Landscape and/or hardscape for any residential Unit is to be installed within one hundred eighty (180) days following the conveyance of the Unit to the first Owner thereof.

2. Signs

No sign or flag can be attached to any building, fence or wall. Contractor business signs advertising work on an Owner’s Unit or landscaping are not allowed. The Association is not obligated to advise contractor of the signage policy.

3. Hours of Operation

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 regulations are more restrictive, they shall prevail.

4. Temporary Structures

Temporary structures are not permitted unless approved in writing by the Maintenance Association Board of Directors.

5. Unsightly Items

Rubbish, debris and unsightly material or objects shall not be stored or permitted to accumulate on streets, sidewalks, common area, Association Property areas or on property owned and/or maintained by the Association.

Each week, all rubbish, debris and unsightly material or objects are to be removed from the Unit or Lot.

6. Building Material

Building material, including sand and bricks, shall not be stored on streets, sidewalks or common areas or Association Property. All building material must be stored on the applicant’s property within the courtyard area.

7. Construction Equipment

Trash bins are not allowed unless otherwise approved in writing by the Association Board of Directors.

“Prohibited Vehicles,” as described in the Declaration, 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 Design Review Committee.

The Owner is financially responsible for any equipment removal and repairs the Association deems necessary to comply with this restriction.

8. Workmanship

The quality of new Improvements shall match the quality of existing Improvements. The Design Review Committee may require the applicant to rebuild Improvements which are of substandard workmanship. The Owner is financially responsible for any rework the Association deems necessary to comply with this restriction.

9. Violations

Owners shall have the right and responsibility to notify the Design Review Committee of any potential violation of the Declaration, the Declaration and the Guidelines.

10. Amendments

These Guidelines (and the provisions set forth in the Declaration regarding architectural control) form the criteria for evaluation of drawings/plans submitted for review and approval by the Design Review Committee. These Guidelines may be amended or supplemented from time to time, as provided for in the Declaration.

11. Maintenance of Improvements

The repair and maintenance of any Improvement is the responsibility of the installing Owner or subsequent Owners.

12. Conditions Not Covered

Any condition not covered in these Guidelines or the Declaration shall become a matter of discretionary judgement on the part of the Design Review Committee, acting in good faith on behalf of the best interest of the Association and Neighborhood, as a whole. If there is any conflict between the provisions of these Guidelines and the Declaration, the provisions of the Declaration shall control.

**EXHIBIT 'A' PROPERTY
IMPROVEMENT FORM WILLOW HAVEN
COMMUNITY ASSOCIATION**

Today's Date: _____ Address where work took place: _____

Property Owner's Name: _____ Signature: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone _____

Type of work installed in courtyard/patio: _____

Please attach the completed Neighbor Awareness Form and three (3) sets of drawings/plans drawn to 1/4" scale (1/4" = 1'). Include the current date and the property address on each sheet. Please fold to 8 1/2 by 11 inches. When completed mail or deliver to Management. Please include a dimensioned hardscape plan showing existing walls, fences, and new and existing drainage accurately described as to materials, length, height, and angles. In addition, a dimensioned planting plan showing new plants accurately described as to plant type, size and location (must be from the approved plant palette and must include common names for all trees and shrubs). *All owners other than the first-time, original owner will need to submit a security deposit of \$250.00 and a review fee of \$100.00 with the Improvement form.*

Please do not write below this line

The proposed _____ project has been APPROVED DENIED

Signed: _____ of the Design Review Committee Date: _____

General Conditions:

1. Design Review Committee approval does not waive or constitute or reflect compliance with any federal, state, or local regulation.
2. Design Review Committee approval does not constitute acceptance of any technical or engineering specification; and the Maintenance Association assumes no responsibility for such.
3. Landscaping for any courtyard shall be installed within one hundred eighty (180) days following the close of escrow to the applicant.
4. Any oversight of a provision of the Declaration, or a provision in the Guidelines, does not waive the rule.
5. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent, which includes a description of the access area. The use of property owned and/or maintained by the Association for construction access is not permitted unless authorized by the Association in writing.
6. Building materials may not be stored on streets, sidewalks, common areas, or on any property owned and/or maintained by the Maintenance Association or the Association. Streets may not be obstructed by construction equipment.
7. The property owner is financially responsible for any repairs to property owned and/or maintained by Association damaged by a property owner's construction project.
8. Approval of drawings/plans is not authorization to proceed with Improvements on any property other than the Unit reviewed by the Design Review Committee and owned by the applicant.
9. Approval of drawings/plans is not authorization to revise the original drainage system installed by the builder and

approved by the City.

10. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate plant types for the courtyard areas).

EXHIBIT 'B'
FACING & ADJACENT NEIGHBOR AWARENESS
WILLOW HAVEN COMMUNITY ASSOCIATION

The attached plans were made available to the following neighbors for review:

Facing _____
Name Address Signature Phone

Facing _____
Name Address Signature Phone

Facing _____
Name Address Signature Phone

Adjacent _____
Name Address Signature Phone

Adjacent _____
Name Address Signature Phone

Comments:

The neighbors have seen plans I am submitting for Design Review Committee approval (see above verification). I understand neighbor objections do not themselves cause denial. However, the Design Review Committee will contact neighbors to determine their objections and their appropriateness, if necessary.

Submitted by:

Name _____ Date _____

Address _____

Signature(s) _____

EXHIBIT 'C'
NOTICE OF COMPLETION FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

Today's Date: _____ Address where work took place: _____

Property Owner's Name: _____ Signature: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone _____

Type of work installed in courtyard/patio: _____

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date work was completed: _____

Property Owner's Signature: _____

Please submit the following with your Notice of Completion paperwork:

1. A copy of the original stamped approved plan (also include any approved revised or amended plans)
2. Exhibits "C" and "D" completed, signed and dated.
3. Photos of everything completed on your property.

FOR DESIGN REVIEW COMMITTEE USE ONLY:

Signed: _____ Date: _____

The following action is required for the Notice of Completion to be approved by the Design Review Committee:

EXHIBIT 'D'
SECURITY DEPOSIT RETURN REQUEST FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

Today's Date: _____ / _____ / _____ Tract #: 31177 Lot #: _____

Address Where Work Took Place:

Mailing Address:

Daytime Phone: (____) _____ - _____ Evening Phone: (____) _____ - _____

Notice is hereby given that the undersigned is the Owner of the property where the work took place and that they are to be the legal recipient of any refundable funds from the security deposit. To ensure that they are the legal recipients and that all processes have been satisfactorily completed, attached are copies of the following:

- Design Review Committee Property Improvement Form (Exhibit 'A') that was signed, dated and approved by the DRC from which the work was done
- Design Review Committee Notice of Completion Form (*Exhibit 'D'*) has been signed and dated

Applicant's Name: _____ Applicant's Signature: _____
(Please Print)

(Do Not Write Below Line. This Is To Be Completed By Design Review Committee Only)

Application Form Complete _____
Initials

Notice of Completion Form Complete _____
Initials

Voted on By Board: _____ / _____ / _____ *(Date Vote Took Place)*

Approved *Denied*

Reason for Denial:

See Attached Sheet

Check Number _____ *Check Date:* _____ / _____ / _____

Check Sent *Date:* _____ / _____ / _____

EXHIBIT 'E'
CHECK SUBMITTAL FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

ARCHITECTURAL
REVIEW
FEE
(\$100.00)

Staple Check Here
Make Check Payable:
Willow Haven Community Association

IMPROVEMENT
SECURITY
DEPOSIT
(\$250.00)

Staple Check Here
Make Check Out To:
Willow Haven Community Association

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

