

## WINDWARD VILLAGE ARCHITECTURAL CONTROL COMMITTEE GUIDELINES

### I. OBJECTIVE

The objective of the Architectural Control Committee (hereinafter, the “ACC”) is to facilitate the evaluation of proposed Improvements for each Residence in order to assure and promote a cohesive improvement program which will benefit and enhance the quality of living for each Homeowner. Sensitivity to the privacy of each resident regarding visibility, noise, odor, vegetation infringement, night lighting, security, hazardous situations, child proofing, animal control, etc., will be thoroughly evaluated.

Each proposed Improvement must first comply with any and all requirements set forth in the Declaration of Covenants, Conditions and Restrictions (hereinafter, the “**CC&Rs**”), the Windward Village Rules and Regulations (hereinafter, the “**Rules and Regulations**”), the Windward Village Architectural Standards and Specifications, federal (hereinafter, “**HUD**”), State of California (hereinafter, the “**State**”) County of Los Angeles (hereinafter, the “**County**”) and/or City of Long Beach (hereinafter, the “**City**”) laws, codes, administrative regulations, policies and ordinances. Approval by the Association does not, however, constitute a representation or warranty by the Association that the proposed Improvements comply with HUD, State, County or City laws, codes, administrative regulations, policies or ordinances.

While consideration may be given by the ACC with regard to the obstruction of any Owner’s view, the Governing Documents specifically DO NOT protect any Owner’s view, and protection of any such views may or may not be considered when approving a proposed Improvement. Such consideration is solely at the discretion of the Association.

The Association has developed these Guidelines to assist in submission of applications for architectural approval. The Guidelines set forth herein include summarization of existing rules and standards set forth in the CC&Rs, the Rules and Regulations, the final subdivision Tract Map recorded in the Los Angeles County Recorder’s Office on October 15, 2008 (hereinafter, the “**Tract Map**”), the Architectural Standards and Specifications and the policies and procedures adopted by the Board of Directors (hereinafter, the “**Board**”) and/or the ACC. Many of the regulations related to manufactured homes are promulgated by the Department of Housing and Community Development (hereinafter, “**HCD**”).

Further, reference is made to “**Homeowner**” which shall mean the owner of the Lot which is the subject of the Application. In the case of new home installation, the term “Homeowner” shall also refer to a prospective buyer of a Lot who has, in advance of close of escrow, submitted an Application for approval of their proposed new home installation. Further, the term “**Home**” shall refer to the manufactured home or manufactured home sections.

Please contact the following with any questions or comments, in the following order:

1. The Association onsite property manager at (562) 424-3233 or
2. The ACC Chairperson Jacqueline Lakhdar at [Jacquelinelakhdar@gmail.com](mailto:Jacquelinelakhdar@gmail.com)

## II. GENERAL GUIDELINES

1. You may not modify, alter, build or construct any Improvements to your Residential Lot until you have submitted plans and specifications and obtained approval from the ACC or the Board.
2. Improvements requiring approval prior to installation include, without limitation, landscape, hardscape, screen doors, and structural changes.
3. The (ACC) has forty-five (45) business days from the submission of a complete Application package to approve or disapprove any plans and specifications. All approvals or denials shall be provided to the Homeowner in writing.
4. If the ACC fails to approve or disapprove any plans and specifications within forty-five (45) days, the Homeowner requesting the approval may submit a written notice to the ACC advising it of its failure to act. If the ACC fails to approve or disapprove the plans and specifications within fifteen (15) days after receipt of said written notice, the plans and specifications shall be deemed approved.
5. If a homeowner fails to provide the ACC with a written notice of the ACC's failure to respond to the Application within forty-five (45) days of receipt, and instead begins the Improvement work set forth in said application, the Homeowner may be subject to fines until a written approval is given by the ACC.
6. A Homeowner who receives a written approval from the ACC must complete construction pursuant to such approval within ninety (90) days of the date of such approval. Failure to complete home improvements described in the application within the allotted time frame will result in the Homeowner's approval being revoked. Upon the revocation of an application's approval due to expiration of this timeframe, the Homeowner must resubmit plans to the ACC or upon good and valid reasons request a time extension to complete. In the case of a new home installation, the Homeowner may request an additional sixty (60) days in which to complete construction upon demonstrating that factors beyond the Homeowner's control caused the delay, without submitting a new application.
7. Homeowners will be held financially responsible for incidental damage to sidewalks, curbs, gutters, driveway aprons and streets that occur as a result of the actions of Homeowners and their agents and contractors.
8. No additional structures may be added to the existing home such as balconies, exterior staircases, window air conditioners, covered patios and other structures not presently on the lot, without seeking approval hereunder.
9. Refer to the CC&Rs, Architectural Standards and Specifications and Rules and Regulations for more detailed descriptions on items that require approval.
10. Submit color copies for any items requiring color review and approval.

### III. ARCHITECTURAL APPLICATION AND CONSTRUCTION WORKFLOW

Steps	Description
Step 1-Prepare Request Form	<p>Prepare Architectural Request Form and include:</p> <ul style="list-style-type: none"> <li>• WHEN do you expect to Start and complete the work;</li> <li>• WHAT Home Improvement are you contemplating;</li> <li>• WHO will be doing the work (<i>e.g.</i>, licensed contractor or homeowner);</li> <li>• WHERE will the work be done – provide areas of specific Home Improvements;</li> <li>• 2 x Signed Neighbor Notification Form (*if a neighbor is unable to, or refuses to sign the form, mail a copy of the plans via certified mail return receipt to the neighbor unable/unwilling to sign, and provide the ACC with proof of mailing);</li> <li>• 2 x Sets of Plans, Specs and Drawings of the proposed Home Improvement(s) including an HCD Plot Plan of the home and its location in relation to all proposed Improvements;</li> <li>• 2x Color photos of ALL areas to be improved or the home, as applicable;</li> <li>• If Applicable, Copy of Contractor’s License;<sup>1</sup></li> <li>• Certificate of Liability Insurance for each Contractor performing work on your Lot, naming Windward Village Homeowners Association as an additional insured, in an amount not less-than one million dollars (\$1,000,000);</li> <li>• If applicable, a copy of a signed HCD or City Permit Application;<sup>2</sup></li> <li>• A check made payable to Windward Village Homeowners Association in the amount of \$25.00 if you desire expedited consideration of your application.</li> </ul>
Step 2-New Home Installation	<p>Additional Requirements for Applications for New Home Installation:</p> <ul style="list-style-type: none"> <li>• A Plot Plan clearly depicting the size of the Lot (all Lot measurements must be provided), the location of Lot Lines, and the placement of the New Home and other Proposed Improvements within the Lot Lines – provide measurements for all setbacks, including but not limited to:             <ul style="list-style-type: none"> <li>○ Front Yard Setback – Home Body to Front Lot Line;</li> <li>○ Rear Yard Setback – Home Body to Rear Lot Line, PLUS Home Eaves to Rear Lot Line, PLUS Home Eaves to Next Adjacent Structure;</li> <li>○ Side Yard Setbacks – both sides – Home Body to Side Lot Lines, PLUS Home Eaves to Side Lot Lines, PLUS Awnings</li> </ul> </li> </ul>

<sup>1</sup> Under California law, any work performed by anyone other-than the Homeowner, which exceeds \$500 in value must be done by a licensed contractor. Individual parts of a job may not be separately charged to stay under the \$500 limit. Unlicensed third parties performing work that requires a license, without holding a license may be subject to fines and penalties from the State.

<sup>2</sup> Please see attached Guidelines from HCD to determine if your proposed Improvement requires a permit. Please also refer to the City Building Department for more information about Improvements which may require a City permit.

	<p>Carports or Garage Edge to Side Lot Lines, PLUS Awning Carports or Garage Edge to Adjacent Structures.</p> <ul style="list-style-type: none"> <li>• Home Elevation, Pictures or Drawings – depicting the configuration of the Front, Sides and Rear of the New Home (it is preferable that the Elevations, Pictures or Drawings be more-than line drawings);</li> <li>• Accurate Color Paint Chips or Photographs of the New Home Body, Trim and Other Colors proposed to be used;</li> <li>• Accurate Color Photographs of the roof materials proposed to be used;</li> <li>• If available, color photographs of the proposed or similar New Home;</li> <li>• A check made payable to Windward Village Homeowners Association in the amount of \$300.00 to cover the additional cost and labor associated with New Home installations.</li> </ul>
Step 3-Submit Application	Submit Complete, Signed Application to the Community Office – be sure your Application is complete or it may be denied.
Step 4-Response	Maximum forty-five (45) business days for response, but may be sooner if a complete Application is submitted before the ACC Monthly Meetings.
Step 5 –Start Work	Upon receipt of written approval from the ACC and Community Management.
Step 6 – Complete Work	Within 90 Days of Approval, submit Completion Form to the Community Office immediately upon completion of work.
Step 7 - Inspection	The ACC, Board or Community Management may inspect the Lot at any time after submission of the Application, including but not limited to a pre-approval inspection, a post-approval inspection/walk-through with the Homeowner, an inspection during construction, and shall inspect the finished project for compliance with submitted plans up to 6 months after project completion. Any project requiring an HCD or City permit and/or inspection shall finally be approved only after the permit is accepted as final by HCD or the City of Long Beach.

#### **IV. TIMELINE OF APPROVAL/DENIAL OF ARCHITECTURAL APPLICATION**

1. A \$25.00 application fee is required if the plans are requested to be reviewed less than 30 days before the next ACC Meeting.
2. The ACC has forty-five (45) business days, not including Federally-recognized holidays, from the date of submission of a completed application package to approve or disapprove any plans or specifications as a part of said complete application. All approvals or denials will be provided to Homeowners in writing.
3. If the ACC fails to approve or disapprove any plans and specifications submitted as a part of a complete application within forty-five (45) days as hereinbefore set forth, the Homeowner requesting the approval may submit a written notice to the ACC advising it of its failure to act on the application. If the ACC fails to approve or disapprove the plans and specifications within fifteen (15) days after receipt of said written notice from the Homeowner, the plans and specifications shall be deemed approved.
4. If the Homeowner fails to notify the ACC in writing of their failure to approve or disapprove any plans or specifications as a part of said complete application, said Homeowner may NOT commence work, and may be subject to fines and penalties until such time as a written approval from the ACC is received. Mere passage of time alone is not sufficient to cause an application to be deemed approved.

#### **V. DENIED ARCHITECTURAL APPLICATIONS/PLAN RE-SUBMITIAL**

1. Incomplete submittals will be returned to the Homeowner denied.
2. If plans are denied by the ACC, plans may be resubmitted with the appropriate changes and modifications. Re-submittal may require an additional forty-five (45) days if changes are substantial.
3. If you are not satisfied with the denial or request for changes from the ACC, you have the right to appeal the ACC decision to the Board. You must submit your request, in writing addressed to the Board, to appeal the ACC denial within thirty (30) days of the denial. Your request will be placed on the agenda at the next scheduled regular Board Meeting. The Board will review your request at that time.

#### **VI. RIGHT OF INSPECTION**

1. The ACC and/or the Board shall have the right to enter and inspect the Lot of an applicant before, during and after completion of the proposed Improvement(s).

#### **VII. PERMITS REQUIRED BY HCD (Guideline Attached) AND/OR THE CITY**

1. It is the responsibility of the Homeowner submitting an application hereunder to determine if City or HCD permit(s) are required for the proposed Improvement(s), and it is the responsibility of the Homeowner to obtain all necessary and required permits.

2. Plans and specifications for proposed Improvements must be prepared in accordance with applicable building and installation codes, and with sufficient clarity and completeness to enable the ACC and/or the Board to make an informed decision on the Application. The Association is not responsible to advise a Homeowner as to whether or not a permit is required for proposed Improvements and shall not be held liable for the failure of the Association to identify any such requirements.

3. Before digging anywhere in the Community, or before driving rods, stakes or fence posts into the ground, the Homeowners must first call DigAlert and have all underground utilities and mechanical systems identified by DigAlert, and must then obtain prior, written approval from the ACC and/or Board.

### **VIII. ARCHITECTURAL ASSOCIATED FINES AND FEES**

1. The Board reserves the right to require additional fees and/or deposits for certain types of construction.

2. A \$25.00 application fee is required if the plans are requested to be reviewed less than 30 days before the next ACC Meeting.

3. Complex Plans, such as New Home Installations will require a \$300 application fee (may be waived by the ACC and/or Board in their sole discretion).

4. Should the ACC and/or the Board determine that work is not being done, or has not been completed in substantial compliance with the approved plans and specifications, it shall notify the Homeowner in writing of such noncompliance, specifying the particulars of the noncompliant Improvements, and requiring the Homeowner to remedy the items so indicated within thirty (30) days of the notice. If noncompliance continues thereafter, the Board may levy a Compliance Assessment or Fine against the Homeowner equal to the costs of removing or remedying the noncompliant Improvement(s).

### **IX. CONTRACTOR AND INSTALLATION GUIDELINES**

1. All contractors must adhere to the Governing Documents (including the Rules and Regulations and the ACC Design Guidelines) and the recorded CC&Rs.

2. Owners are responsible for ensuring that all contractors and workers are informed of the proper procedures.

3. All contractors must be licensed, insured and have all applicable certifications or special licenses for the type of work being performed.<sup>3</sup> Homeowner shall provide proof of all contractors' license(s) at the time of submission of the Application, and Homeowner is responsible for ensuring that their contractor's license is not terminated, lapses or otherwise suspended during the construction in the Community. Failure to provide this information at the time of submission of the

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<sup>3</sup> Under California law, any work performed by anyone other-than the Homeowner, which exceeds \$500 in value must be done by a licensed contractor. Individual parts of a job may not be separately charged to stay under the \$500 limit. Unlicensed third parties performing work that requires a license, without holding a license may be subject to fines and penalties from the State.

Application will result in the Application being denied. Failure to maintain it current during construction shall result in the issuance of a stop-work order.

4. All contractors must provide a current, valid certificate of liability insurance in an amount no less-than one million dollars (\$1,000,000), naming the Association as an additional insured, before work commences, and must maintain said insurance throughout the work to be performed in the Community.
5. All Owners are responsible for any damage caused by their contractor or their employees.
6. In order to avoid damage to right of way, discharge of pollutants, and erosion, Owners and their contractors are not permitted to stage, place, or stockpile landscaping or construction materials on streets, sidewalks, curbs or driveway aprons at any time.
7. All materials and equipment used for construction or landscaping purposes must be stored or used solely within the boundaries of such Residential Lot.
8. Owners and their contractors are required to comply with all federal, state and city storm water treatment and discharge regulations and are required to control and treat any such permitted discharges within the confines of their own Residential Lot. Toilets, sand, construction material and/or other related items are not permitted on the street or sidewalk.
9. Contractors are required to clean up each day after construction by sweeping the sidewalk and street area. Contractors should not be flushing dirt, debris, sand, etc. into the street or gutter areas. All local best management practices for storm water pollution must be strictly followed.
10. Contractors and/or other service providers may not trespass onto any other Residential Lot without said Owner's written permission.
11. Construction trailers or equipment may not be stored overnight on the streets or on any Residential Lot.
12. All trash dumpsters used during construction and installation of improvements must have a cover placed on them. Please have the trash dumpster covered at all times, except of course when you are dumping materials into the trash.
13. Sand bags or other erosion or sediment control devices installed by developer during initial construction should not be removed until the Owners Residential Lot is landscaped and the planting is established. All broken sand bags must be removed immediately and replaced.
14. Owners are responsible for ensuring that no runoff from the Owner's Residential Lot occurs and each Owner is required to take action reasonably necessary to prevent any runoff.
15. Only properly licensed and insured contractors may install items that require permanent attachment to gas, electric, water supply lines or sewer lines.

## **X.HOUSE PAINTING PROCEDURE**

### **A. SUBMITTAL REQUIREMENTS:**

1. Color photographs of all four (4) sides of the home from corner to corner along with any additional structures (trellises, gazebos, etc.) that are to be painted.
2. Color photographs of the front of the houses on either side of the home being processed.
3. Color swatches of the colors to be used and an explanation of where such colors are to be used.
4. Color photographs or plans marked up to indicate which color is to be applied to which surface.
5. The ACC and/or the Board must approve all exterior colors of the Home, Accessory Structures, Accessory Equipment and other Improvements prior-to painting a Home, or in the case of Installation of a New Home, before the Home is delivered to the Community.
6. Only properly licensed and insured contractors may paint the exterior of a Home or Accessory Structure using any manner of spray mechanism.
7. Provide a Justification Statement. See below.

### **B. JUSTIFICATION STATEMENT:**

1. Provide a written statement as to whether or not a color change is desired and if so, on what surfaces and elements.
2. Provide a written statement explaining the selection of colors. It is important to provide justification for the color selection and its appropriateness to the exterior elevation of the Home (exterior color schemes are directly related to architectural styles and will be reviewed on that criteria).
3. If the existing color scheme utilizes more than one color on different surfaces and/or planes, maintain this same differentiation in tone and intensity with new color selections.
4. Provide any photographs or references justifying the color selection and its use on the same architectural style of home. Please keep scale of the house in mind.
5. Provide a written statement justifying the intensity and/or tone of the color based upon the existing tone and color of the neighborhood as a whole, the size of the unit and the distance between homes.

### **C. REVIEW ELEMENTS:**

1. Appropriateness of color scheme to architectural style.
2. Color tone and intensity in keeping with overall neighborhood.



3. Color tone and intensity in keeping with size of home and separation from neighbors.
4. Color compatibility with adjacent homes. Homeowners may not repeat color schemes of an adjacent Home, or a Home directly across the street from Applicant's Home.
5. For New Home Installations, exterior paint/trim colors are to remain within the builder's original palette.

## **XI. NEW HOME INSTALLATIONS GUIDELINES**

1. All New Home Installations must be reviewed and approved by the ACC, the Community Manager and must be approved by the Board.
2. Approved landscaping is required in areas facing or parallel to a street.
3. All debris of any kind located on the Lot must be removed within thirty (30) days, or at the time the New Home Installation is completed, whichever comes first.
4. A Homeowner installing a New Home must sign the Architectural Request Form, indicating among other things, their agreement to be subject to the assessment of fines and fees if the Homeowner fails to comply with the Architectural Guidelines, the Project Governing Documents, or any instruction from the ACC and/or Board.
5. Before digging, driving rods, stakes or fence posts into the ground, Homeowner must have prior written approval from the ACC and/or Board, and must first call DigAlert.

## **XII. HOME REMOVAL GUIDELINES**

1. Homeowner must provide the Community Manager with no less-than seven (7) days' prior notice of the time and date of removal of a home from the Community; and
2. Homeowner must provide the Community Manager with the name, address, phone number, email address, license number and proof of insurance for the transportation company removing the home; and
3. Upon removal of a Home from the Community, the Lot must be restored to neat, clean, safe and sanitary condition so as not to be a nuisance to other residents within the Community.

**WINDWARD VILLAGE HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL REQUEST FORM**

**Return to: Community Manager’s Office (Front Office)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business/Mobile Phone \_\_\_\_\_

**I. Proposed Project Information**

Describe the proposed improvement in detail:

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**II. Neighbor Advisement**

With your submittal, please include two (2) copies of the Neighbor Notification Form, signed by any neighbors who will be visually impacted by your proposed improvement(s). This includes any adjacent or neighboring Residential Lots, which may be visually impacted by your improvement(s) from their rear yard.

(continued on next page)

**III. Documents Required for Submittal:**

- See Attached Checklist for Architectural Requests – be sure to check all applicable boxes.

**By signing this document, I certify that the items included represent a true representation of the Improvements that I plan to make to my property.**

**Owner's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Architectural Control Committee**

**Chairperson**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Pre-Inspector**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Post-Inspector**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Community Manager**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Member**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Approved with Conditions:** \_\_\_\_\_

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**Denied:** \_\_\_\_\_

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## APPLICATION CHECKLIST:

(for more information, see Architectural Application and Construction Workflow)

Steps	Description	Please Mark Each Box, and Homeowner & Manager to Initial Indicating Receipt of Each Item
Step 1-Prepare Request Form	Fill out the Architectural Request Form Completely. Provide a specific description of the proposed Improvement as follows: <ul style="list-style-type: none"> <li>• WHEN do you expect to start and WHEN do you expect to complete the work;</li> <li>• WHAT Home Improvement are you contemplating;</li> <li>• WHO will be doing the work (<i>e.g.</i>, licensed contractor or homeowner);</li> <li>• WHERE will the work be done – provide areas of specific Home Improvements;</li> </ul>	<input type="checkbox"/>  _____ Resident Initial  _____ Manager Initial
Step 2 – Neighbor Notification	You must return a signed Neighbor Notification Form as follows: <ul style="list-style-type: none"> <li>• Provide your neighbors, as depicted on the Neighbor Notification Form, copies of your Plans and Specifications and obtain their signature thereon;</li> <li>• If a neighbor is unavailable or unable to sign, or refuses to sign the form, mail a copy of the Plans and Specifications via certified mail return receipt requested, to the neighbor, and provide the ACC and/or Board with proof of said mailing;</li> <li>• The purpose of this form is to ensure that all neighbors are made aware of your proposed Improvements, not that they necessarily agree with the proposed Improvements;</li> <li>• Neighbors who do not agree with your Proposed Improvements may submit to the ACC their concerns, in writing.</li> </ul>	<input type="checkbox"/>  _____ Resident Initial  _____ Manager Initial
Step 3-Submit Required Supporting Documentation	<ul style="list-style-type: none"> <li>• Two (2) sets, unless electronically submitted, of Plans, Specifications and Drawings of the proposed Improvement(s), including an HCD Plot Plan (or equivalent) of the home and its</li> </ul>	<input type="checkbox"/>

	<p>location in relation to all proposed improvements; and</p> <ul style="list-style-type: none"> <li>• 2x Color photos of ALL areas to be improved or the home, as applicable;</li> <li>• If Applicable, Copy of Contractor’s License;<sup>4</sup></li> <li>• Certificate of Liability Insurance for each Contractor performing work on your Lot, naming Windward Village Homeowners Association as an additional insured, in an amount not less-than one million dollars (\$1,000,000);</li> <li>• If applicable, a copy of a signed HCD or City Permit Application;<sup>5</sup></li> <li>• A check made payable to Windward Village Homeowners Association in the amount of \$25.00 if you desire expedited consideration of your application.</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>_____</p> <p>Resident Initial</p> <p>_____</p> <p>Manager Initial</p>
<p>Step 4-New Home Installation</p>	<p>Additional Requirements for Applications for New Home Installation:</p> <ul style="list-style-type: none"> <li>• A Plot Plan clearly depicting the size of the Lot (all Lot measurements must be provided), the location of Lot Lines, and the placement of the New Home and other Proposed Improvements within the Lot Lines – provide measurements for all setbacks, including but not limited to:             <ul style="list-style-type: none"> <li>○ Front Yard Setback – Home Body to Front Lot Line;</li> <li>○ Rear Yard Setback – Home Body to Rear Lot Line, PLUS Home Eaves to Rear Lot Line, PLUS Home Eaves to Next Adjacent Structure;</li> <li>○ Side Yard Setbacks – both sides – Home Body to Side Lot Lines, PLUS Home Eaves to Side Lot Lines, PLUS Awning Carports or Garage Edge to Side Lot Lines, PLUS Awning Carports or Garage Edge to Adjacent Structures.</li> </ul> </li> <li>• Home Elevation, Pictures or Drawings – depicting the configuration of the Front, Sides and Rear of the New Home (it is preferable that</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<sup>4</sup> Under California law, any work performed by anyone other-than the Homeowner, which exceeds \$500 in value must be done by a licensed contractor. Individual parts of a job may not be separately charged to stay under the \$500 limit. Unlicensed third parties performing work that requires a license, without holding a license may be subject to fines and penalties from the State.

<sup>5</sup> Please see attached Guidelines from HCD to determine if your proposed Improvement requires a permit. Please also refer to the City Building Department for more information about Improvements which may require a City permit.

	<p>the Elevations, Pictures or Drawings be more than line drawings);</p> <ul style="list-style-type: none"> <li>• Accurate Color Paint Chips or Photographs of the New Home Body, Trim and Other Colors proposed to be used;</li> <li>• Accurate Color Photographs of the roof materials proposed to be used;</li> <li>• If available, color photographs of the proposed or similar New Home;</li> <li>• A check made payable to Windward Village Homeowners Association in the amount of \$300.00 to cover the additional cost and labor associated with New Home installations.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> _____ Resident Initial  _____ Manager Initial
Step 5-Submit Application	Submit Complete, Signed Application to the Community Office – be sure your Application is complete, or it may be denied.	<input type="checkbox"/> _____ Resident Initial  _____ Manager Initial
Step 6-Response	Maximum forty-five (45) business days for response, but may be sooner if a complete Application is submitted before the ACC Monthly Meetings.	Maximum 20 days if application submitted with expedited fee.
Step 7-Start Work	Upon receipt of written approval from the ACC and Community Management.	All approvals or denials will be tubed to the Homeowner.
Step 8-Complete Work	Within 90 Days of Approval, submit Completion Form to the Community Office immediately upon completion of work.	<input type="checkbox"/> _____ Resident Initial  _____ Manager Initial
Step 9-Inspection	The ACC, Board or Community Management may inspect the Lot at any time after submission of the Application, including but not limited to a pre-approval inspection, a post-approval inspection/walk-through with the Homeowner, an inspection during construction, and shall inspect the finished project for compliance with submitted plans up to 6 months after project completion. Any project requiring an HCD or City permit and/or inspection shall finally be approved only after the permit is accepted as final by HCD or the City of Long Beach.	<input type="checkbox"/>   _____ Resident Initial  _____ Manager Initial

## HOMEOWNER ACKNOWLEDGMENT

Homeowner understands and agrees that the Board may levy a Compliance Assessment against any Resident for the costs of removing, remedying or failing to comply with said regulations, policies and procedures, Bylaws, CC&Rs, Architectural Guidelines and/or the Rules and Regulations.

<b><u>First Violation</u></b>	(in any 12 month period)	<b>Courtesy Notice</b>
<b><u>Second Violation</u></b>	(in any 12 month period)	\$75.00
<b><u>Third Violation</u></b>	(in any 12 month period)	\$100.00
<b><u>Fourth Violation</u></b>	(in any 12 month period)	\$200.00
<b><u>Fifth and Subsequent Violation</u></b>	(in any 12 months period)	Daily Fines

**(Daily fines will range from \$25.00 - \$50.00 per day depending on the violation).**

Unpaid fines may become a lien against the property.

-HOA Board of Directors

**Acknowledgment:** All parties mentioned herein have reviewed the specifications and requirements for the installation of any Improvements in the Community, and all parties agree to abide by these same specifications as described herein. I/We further agree that I, the homeowner, am is responsible to ensure that any and all installations and attachments conform to the Plans and Specifications approved herein. In the event that any of the Improvements do not conform or were installed without prior ACC and/or Board approval, Homeowner will be responsible for the removal of the item(s) within ten (10) days of written notice from Community Manager or ACC, and if applicable, Homeowner agrees to install a conforming item in place of the item(s) removed within the same ten (10) day period. All parties further understand and agree that no manufactured homes may be delivered to Community until all required approvals have been obtained by ACC and/or Board, and all Contractors' license number and certificate(s) of insurance has been issued and are provided to the appropriate personnel. (i.e. ACC, Community Management or Board). Failure to comply with all Rules and Regulations and proper application processes will result in assessed fines and fees outlined in the fine schedule.

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Management: \_\_\_\_\_ Date: \_\_\_\_\_

### Neighbor Notification Form



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Left Rear Neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Rear Neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Right Rear Neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Left Adjacent Neighbor**



**Your House**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Right Adjacent Neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Left Front Neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Front Neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Right Front Neighbor**

If neighbor is not impacted by improvements, then write "Not Impacted" in signature line. Signature on above form does not constitute approval of plans presented, only notification. Any concerns about plans being presented may be addressed, in writing, to the Association.



## WINDWARD VILLAGE HOMEOWNERS ASSOCIATION

### NOTICE OF COMPLETION FORM

This form must be completed and returned to the Community Association within 30 days after the approved Improvements have been completed.

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Residential Lot #: \_\_\_\_\_

Phone: \_\_\_\_\_

Summary of Completed Improvements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (check box to indicate they have been enclosed):

- Copies of photographs of all Improvements included. Please note that Notice of Completion Form is not complete if photographs of Improvements are not enclosed.

By signing this form, the Owner is stating that Improvements have been completed in accordance to the scope and specification of the approved architectural application and in accordance with the Architectural Design Guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Return Form To:**

**WINDWARD VILLAGE  
HOMEOWNERS ASSOCIATION  
3595 Santa Fe Avenue  
Long Beach, CA 90810**