



WOODSIDE ASSOCIATION, INC.  
2274 WOODSIDE LANE  
SACRAMENTO, CA 95825

ARCHITECTURAL APPLICATION PROCESS

Below are the architectural guidelines that have been set forth to ensure that your proposed architectural improvements are consistent with the Woodside's CC&R's; Article 10. Sections 1-12. Please read the enclosed section of the CC&R's concerning architectural improvements to better understand your limitations. If you have any questions, please call the office during business hours (8:00 a.m. to 6:00 p.m. M-F).

Step 1: The Architectural Application

Submit the necessary documents listed below to the association office by 5:00 p.m. on or before the second Friday of the month. All applications submitted after that date will be heard at the next months scheduled AC meeting date. **The applications will be forwarded to the Architectural Committee (AC) for review. The AC meets on the third Wednesday of each month at 6:00 P.M. in the Old Woodside Clubhouse conference room; applicants are encouraged to attend this meeting. After architectural review, the AC will make their recommendation to the Board of Directors at the next scheduled board meeting. The board meetings are scheduled for the Fourth Tuesday of each month at 7:00 P.M. in the Old Woodside Clubhouse,** excluding the month of December, which has no scheduled meeting.

Please be sure to include and/or complete the following:

- a) Submit a completed "Architectural Control Improvement Application" of the proposed improvement.
- b) Include drawings and/or diagrams of the proposed improvement of the unit floor plan.
- c) Include any and all brochures of proposed improvements (i.e., washer/dryer, etc...)
- d) Make sure to fill out the Contractor's name, and license number. Once the improvement is approved, you must submit your contractor's certificate of insurance.
- e) Make sure to sign and date the applications.

*Omissions of any of the above will result in the application being returned to you for complete information.*

After the forms are delivered to the AC, they will review your application and make their recommendation to the Board of Directors. If the Woodside Board of Directors approves your application, you will be notified by mail. If applicable, a permit from the County must be obtained before the work can be started. On March 15<sup>th</sup>, 1999, the Board of Directors adopted the requirement of a "Compliance Deposit." The deposit is required to ensure that the proposed improvement is complete according to the plans submitted. If the work is not done according to the plans, after inspection by the AC, the deposit can be used to correct the work if needed. If the work has been done according to plans, the deposit will be refunded to the owner, after completion, without interest.

PLEASE NOTE THE FOLLOWING

On June 27<sup>th</sup>, 2000, the Board approved a fine for homeowners at Woodside that do not obtain architectural approval from the Board of Directors prior to doing work on their unit. The resolution is stated as:

"To approve the fine in the amount of \$500.00 for residents who do any architectural modifications without submitting an application and getting approval from the Architectural Committee".

*If the Board approved modification / improvement has not completed within six (6) months of the approval date, the approval is no longer valid and the application must be re-submitted to the AC and Board for approval.*