

**OAK RANCH ESTATES HOME OWNERS ASSOCIATION
C/O CONCORD CONSULTING & ASSOCIATION SERVICES, INC.
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ARCHITECTURAL REVIEW DISCLOSURE

Effective September 22, 2014

BACKGROUND

California Civil Code (the Davis-Stirling Act) requires that all HOAs provide to their members written procedures to be followed when owners wish to add or change improvements to their property. Based on this requirement, the Oak Ranch Estates Home Owners Association (OREHOA) has prepared this Disclosure which will be sent, as required, to homeowners yearly in the Annual Report mailing.

DEFINITION: "Improvements" shall include buildings, outbuildings, paved areas, roads, driveways, parking areas, carports, fences, screening walls, retaining walls, irrigation systems, stairs, decks, hedges, windbreaks, poles, signs and all other structures of every type and kind." (from OREHOA CC&R's, Section 2.11) Additionally, trees, shrubs, and other plantings are considered Improvements subject to Architectural Committee approval under the conditions outlined in the Architectural Committee Landscape Rules ("Rules"), adopted April 14, 2014.

OREHOA CC&Rs Section 3.04 and the Rules, adopted April 14, 2014, page 2 states: "No improvements shall be erected, placed or altered on any lot until the construction plans and specifications, color schemes and a plan showing the location of the improvements have been approved by the Architectural Committee as to quality of workmanship and materials, harmony of the external design with existing improvements and location."

PROCEDURES

To comply with California Civil Code 4765 (Procedures for Architectural Review), OREHOA has adopted the following:

1. Contact Association Services of Ventura (805 655-7786) or go to the OREHOA website (orehoa.org) to obtain the Architectural Committee Project Application. OREHOA recommends that Architectural Committee ("Committee") approval be obtained prior to applying for permits or approval required by the County. Committee approval is not intended and should not be interpreted as an indication that the proposed project meets any State, County, or other codes or regulations. The applicant and/or owner is responsible for complying with the codes and regulations.

2. Fill out the form(s) applicable to your project completely as incomplete applications cannot be processed. Depending on the scope of the project the following should be submitted with the application.

- a. **For structural modifications:** a plot plan showing existing structures and proposed improvement(s) ; floor plans and elevation drawings; a description of exterior materials and colors, and a proposed construction schedule
- b. **For landscape modifications:** landscape drawings showing existing structures, (i.e. where will changes take place in relation to the house or a fence) and proposed improvements, with the names of plants shown on the drawing, and a proposed construction schedule

3. Submit the completed Application and attachments (the “packet”) to any OREHOA Architectural Committee member. A list of members may be found on the OREHOA website (orehoa.org) in the **Directory** folder.

4. After verification that your project packet is complete, the project will be reviewed by at least two members of the Committee. Applications must be submitted to allow time for review and processing prior to the start of construction; please allow a minimum of two weeks. Additionally, OREHOA recommends that you inform your neighbors of your intentions for projects that could potentially create a disturbance during construction.

5. After reviewing the project, the Committee may decide it needs additional information, in which case the applicant will be notified and the application held in abeyance until the requested information is supplied, which would increase the timeframe for approval. As a result of the additional information, if a proposed change in the original submission is approved, the modification is subject to final inspection and any required County permits.

6. OREHOA, acting through its Architectural Committee, has sole and complete discretion to approve or disapprove an alteration requiring approval. The Committee can only approve projects that meet the Rules in effect at the time the application was submitted and comply with the OREHOA CC&Rs. Additionally, the Committee's decision must be made in good faith, cannot be unreasonable, arbitrary or capricious, and must be consistent with any governing law.

7. The applicant will be notified in writing of the Committee's decision within 30 days of its initial receipt as to whether the project was approved or denied. A project is deemed approved if the applicant is not notified within 30 days. If the project is not approved, the Committee will explain the reasons for disapproval and the process for reconsideration.

8. Any project denied can be resubmitted (appealed) to the Board of Directors of the OREHOA.

9. If appealed to the Board, the appeal must be submitted within 30 days of the Committee's written disapproval. It must be submitted to the Board in care of Association Services of Ventura at the address above. The Board will consider the appeal at an open meeting held as part of its next regularly scheduled meeting and the applicant will be notified in writing of the time and place of the Board meeting. Notification in writing of the Board's decision will be within 30 days of the meeting at which it considered the appeal.

10. Projects must be started within one year of the approval date. If not, the approval will be considered rescinded.

11. Upon completion of any construction or reconstruction, alteration or refinishing of the exterior of any improvements, or upon the completion of any other work, such as landscaping, for which approval is required by Article VI of the OREHOA CC&Rs or the Rules, the applicant (homeowner) shall notify Association Services of Ventura who will then notify the Architectural Committee Chair that the work is complete. As indicated in the OREHOA CC&Rs, Section 6.11 (b) within 60 days thereafter, the Committee, or its duly authorized representative, may inspect the project to determine compliance with the approved plans. If the project is determined to be non-compliant, the Committee will follow the processes as set forth in the OREHOA CC&Rs, Section 6.11 (b) – (f).

12. As a reminder, Committee approval is not intended and should not be interpreted as an indication that the proposed project meets any State, County, or other codes or regulations. The applicant and/or owner is responsible for complying with the codes and regulations.