

# SHADOW OAKS CONDOMINIUM ASSOCIATION

## ARCHITECTURAL STANDARDS AND RULES AND REGULATIONS

*EFFECTIVE MAY 1998*

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**SHADOW OAKS CONDOMINIUM ASSOCIATION**  
**ARCHITECTURAL STANDARDS**

Living in a planned community such as Shadow Oaks offers many privileges as well as imposing certain responsibilities. Shadow Oaks Homeowners Association (hereafter referred to as the Association) has been developed for the mutual benefit of all members. In order to preserve the value, desirability, attractiveness, and architectural integrity of the Shadow Oaks Community, the Covenants, Conditions and Restrictions (CC&Rs) have authorized the formation of the Architectural Committee.

The Board appoints the Architectural Committee to help assure a continuity in design and help preserve and improve the appearance of Shadow Oaks.

Attached please find the general architectural guidelines for your community. It is to your benefit that you take the time to read this information. The Architectural Standards and Rules and Regulations fine tune the provisions of the CC&Rs and are promulgated pursuant to authority contained in the CC&Rs. Please note that although these guidelines support the CC&Rs, they do not cover the entirety of the document. The CC&Rs should also be read carefully.

As set forth in the CC&Rs of the Association (Article IV, Section 4.1) the Board of Directors delegates the duties and responsibilities of full authority of architectural and landscape control to an Architectural Committee. This committee is vested with the power to review and approve all improvements to residential units within the Shadow Oaks Community.

Such improvements include, without limitation, modification and alterations to residential units, signs, screens or patios. No modifications to the exterior building structure or fencing will be permitted. Upon an approved request by an owner, after completion of the work, the Architectural Committee or its duly appointed representative may inspect any improvements for which plans were required.

Prior to commitment of any addition, alteration or construction work of any type, you must first file an application to the Shadow Oaks Architectural Committee. Failure to obtain the written approval from the Architectural Committee will constitute a violation of the CC&Rs and shall require modification or removal of unauthorized work or improvements at your expense. In addition, a building permit may be required by the County of Ventura or other governmental agencies prior to the commencement of any work. The Architectural Committee does not assume any responsibility for your failure to obtain such permits. Also, obtaining such permits does not waive the obligation to obtain approval from the Shadow Oaks Architectural Committee.

The following pages contain additional Architectural Standards including an architectural request form. Please use this form for any submittal to the Architectural Committee. Thank you in advance for your cooperation.

## **PURPOSE**

In order to maintain the architectural character of the community, it is necessary to provide more exacting guidelines than presented in the CC&Rs and Bylaws of the Association. These guidelines have been established to protect your investment and keep the community of Shadow Oaks attractive to all.

## **PROCEDURE**

The Architectural Committee will review and respond to all plans submitted within 45 (forty-five) days from the date all materials requested by the committee are received. Homeowners shall present plans, specifications, including, but not limited to floor plans, site plans, drainage plans, elevation drawings and description or samples of exterior materials and colors (hereinafter referred to as "plans") of any addition or alteration along with the Architectural Request Form to the Architectural Committee for study and approval. All plans shall be prepared in accordance with requirements for clarity and completeness consistent with the requirements of the County of Ventura Building Department. **PLEASE NOTE THAT NO WORK MAY BEGIN PRIOR TO ARCHITECTURAL APPROVAL.**

This review is in no way intended to approve the proposed improvement for structural engineering or in lieu of any required County permit or County inspections. The intent is to maintain the visual unity of Shadow Oaks. Any approved improvements are to be constructed on the applicant's unit only. Approval of proposed improvements does not constitute nor should approval be understood or taken as: a warranty or guarantee of any kind; as permission to violate any law; as permission to violate any provision of the CC&Rs, Bylaws, or Rules and Regulations of Shadow Oaks; as permission to build upon property not owned by the applicant; or as permission to violate or interfere with any easement on or across the Association's common area or lot(s).

## **REQUIRED COPIES**

Present three copies of the completed Architectural Request Form drawings, specifications and specific color scheme to the Architectural Committee. The Committee shall retain one copy, one copy will be maintained with Association records, and one copy shall be returned to the owner with status review.

## **DRAWINGS**

In addition to the requirements and specification set forth previously and herein, all drawings must be sufficient size and detail to allow the Architectural Committee to adequately review and understand the proposed improvements:

Show residential unit lines accurately as to length, angles, and curves;

Show all dimensions of work to be considered, such as distances between existing improvements and property lines;

Drawings shall, in any case, show the nature, kind, shape, dimensions, materials, and location of the proposed improvements.

## **GENERAL NOTES**

Include a detailed list of all materials to be used including color samples of all paint or stain when they deviate from the original color scheme assigned to the existing dwelling. When construction work requires the use of adjoining property, the applicant shall obtain written permission from the adjoining property owner. Copies of this letter shall be filed with the request for architectural approval.

All work must be performed in a manner consistent with the standards of general dwelling construction. All work considered being of an unsightly finished nature or of lesser quality than the prevailing community standards, shall be reworked to an acceptable appearance.

Each homeowner is responsible for the clean up of all construction debris as well as for any damage to any common areas.

Owners are responsible for restoring damaged common area to its original condition.

## **NEIGHBOR NOTIFICATION**

It is the intent of the Architectural Committee to have input from the applicant's neighbors on any improvement, which may impact that neighbor's use and enjoyment of their unit. Neighbor approval or disapproval of a particular improvement shall be advisory and shall not be binding in any way on the Architectural Committee's decision.

The Architectural Committee may disapprove plans for construction, alteration or modification despite the approval of Facing, Adjacent and impacted Neighbors based upon the overall detriment which would result to the immediate vicinity and the Property generally.

Definitions: Facing Neighbor, Adjacent Neighbor, Impacted Neighbor and improvements requiring notification.

*Facing Neighbor:* the three (3) units most directly across from the unit

*Adjacent Neighbor:* all units adjoining the unit in question

*Impacted Neighbor:* all units in the immediate surrounding areas that would be affected by the construction of any improvement

*Improvements Requiring Notification:* any exterior improvements that may impact the neighbors in the community.

Neighbor notification must be provided to the Architectural Committee to verify that neighbors have been notified about the proposed improvements.

## **NOTICE OF COMPLETION**

Upon completion of any work for which approval has been given, the owner shall submit written notice of completion to the Committee. Within sixty (60) days thereafter, a representative of the Committee may inspect such improvements. If the

committee finds that such work was not done in substantial compliance with the approved plans, it shall notify the owner in writing of such noncompliance within a 60 day period following the receipt of Written Notice of Completion and require the owner to correct the matter.

If upon the expiration of the 60 days from the date of notification the owner has failed to remedy the noncompliance, the committee shall notify the Board of Directors of the Association in writing of such failure. After affording such owner notice and hearing, the Board shall determine whether there is a noncompliance of Article IV of the CC&Rs and, if so, the nature thereof and the estimated cost of correcting or removing the same. If a noncompliance exists, the owner shall remedy or remove the same, within a period of not more than forty-five (45) days from the date announcement of the Board ruling. Should the owner fail to remedy same within such period, the Board may levy a Special Assessment against Owner for the costs of removing or remedying such noncompliance.

All construction, alteration or other work shall be performed promptly and diligently as possible and shall be completed within sixty (60) days after the date on which the work was commenced.

The Committee may authorize variances from compliance with any architectural provisions contained in the CC&Rs including, without limitation, restrictions upon height, size, floor area or placement of structures, or similar restrictions when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental consideration may require such variances. The granting of a variance must be evidenced in writing, must be signed by at least a majority of the members of the Committee, and shall become effective upon recordation in the office of the Ventura County Recorder. The Board must approve any variance recommended by the Committee before any such variance shall become effective.

#### **DRAINAGE**

No owner shall make modifications to the existing drainage patterns on patios and decks.

#### **APPLICATION FEES**

The committee may require additional fees to cover the cost of hiring an architect or as needed to hire consultant(s) to evaluate any proposed modifications.

### **SHADOW OAKS CONDOMINIUM ASSOCIATION**

#### **A PLANNED COMMUNITY - MEMBERSHIP INFORMATION**

The community association offers many advantages to the homebuyer. In order to protect and preserve these benefits, certain limitations and restrictions are placed on members of the Association.

Shadow Oaks Condominium Association is a California non-profit corporation consisting of those owners of homes within the ultimate boundaries of Shadow Oaks (further referred to as the Association).

The purpose of the Association is to ensure that the common area amenities will be maintained in an attractive manner, and will be available for the enjoyment of all residents. Your automatic membership in the Association provides a membership base to share in the future costs of operating the facilities.

The attached rules, regulations and policies have been developed with consideration given to providing each resident with the greatest enjoyment of the facilities without infringing on other residents and their rights to quiet enjoyment of their homes and community.

Although these rules and regulations support the CC&Rs, they do not cover the entirety of the document. Please be sure to read the CC&Rs carefully.

Any rules or policies and associated fees are subject to change, as the Board of Directors deems prudent and necessary. Notification to the membership will adhere to specific legal requirements.

## **SHADOW OAKS CONDOMINIUM ASSOCIATION ARCHITECTURAL RULES**

### **SIGNS**

All signs for the purpose of selling or renting the unit must be professionally prepared. Signs shall be of the acceptable standard "Real Estate" size and shall not exceed eighteen (18) by twenty-four (24) inches. All signs must conform to the requirements of the County of Ventura. Only one sign is allowed per unit and must be placed within the unit. No signs may be placed in or on any common areas or attached to the buildings or railings. Any other signage must be approved by the Architectural Committee following the preceding procedure. Signs other than Association approved signs will be removed from the property.

### **ATHLETIC EQUIPMENT**

No permanent basketball net, post of any kind, or any stationary equipment shall be erected or attached to the dwelling structure or affixed in the ground.

### **ANTENNAE AND/OR WIRES**

No television, radio, or other antennae and/or wires of any type other than that which was installed by the original developer, shall be installed on the exterior of any unit or anywhere on the common area.

### **EXPOSED EQUIPMENT**

No water softeners, air conditioners and other such equipment other than that which was installed by the original developer, shall be exposed to the public view without the approval of the Architectural Committee.

### **GLASS TINTING**

All glass tinting requests must receive approval of the Architectural Committee, however, mirror finishes will not be approved.

### **WINDOW COVERS**

Windows can be covered only by drapes, shades, blinds, or shutters and cannot be painted, covered by aluminum foil, sheets, cardboard or other similar materials.

### **UNIT NUMBERS**

Unit numbers shall be uniform. Unit numbers other than those originally installed or those approved for the Association by the Board of Directors will not be permitted.

### **ENTRYWAY**

No improvements to the common entryway will be approved

### **DECKS**

The surface of the patio and decks shall not be modified with any type of materials except those approved by the Architectural Committee.

### **SCREEN DOORS**

No screen doors shall be allowed

### **SWINGS**

No swings shall be allowed.

### **PLANTS**

No plants shall be placed on railings, walls or patio ledges or in such a manner as to create a danger. Any damage by such plants including undue damage from water shall be the responsibility of the owner. No items including potted plants may be placed on top of any boundary wall or fence.

### **COMMON AREAS**

Homeowners are prohibited from destroying, removing or altering the landscaping in the common areas, regardless of the condition of the planting. Homeowners are prohibited from littering. Trash, garbage, or other waste shall be disposed of by residents of the Community only by depositing the same into bins designated for such use by the Board of Directors.

Items left in the common areas will be removed and discarded. The Association shall not be responsible for reimbursing the homeowner, tenant or guest for such discarded items. Wheeled toys (i.e. skateboards, tricycles, big wheels, roller skates, roller blades, and bicycles) are prohibited from the common area landscaping, driveways and streets.

No clothing, household fabrics or other unsightly articles shall be hung, dried, or aired on any portion of the property.

Balconies and decks are for individual use and not intended for storage of any kind. Homeowners are to use the storage areas provided within their units. Items including, but not limited to surfboards, other sports equipment, tools, appliances, furniture, etc. are not to be kept within the visible areas of decks and balconies. Bicycles kept on the balconies or decks are subject to architectural approval. Patio furniture may be kept on the balconies and decks, but must be of appropriate size and color and consistent with the overall aesthetics of the community. Patio furniture must be kept in good condition.

Holiday Ornaments may be displayed for no more than two weeks prior to and two weeks following the holiday. Any damage caused by said ornaments is the responsibility of the owner.

## **VIOLATIONS**

Any violation of the Rules and Regulations and Architectural Guidelines of the Association will be processed according to the Shadow Oaks Condominium Association Enforcement Procedure.

## **SHADOW OAKS CONDOMINIUM ASSOCIATION**

### **COMMON AREA RULES**

1. Homeowners are prohibited from destroying, removing, or altering the landscaping in the common areas, regardless of the condition of the planting.
2. Homeowners are prohibited from littering. Residents of the Community shall dispose of trash, garbage or other waste only by depositing the same into bins designated for such use by the Board of Directors. Large items such as couches or other furniture must be removed by the owner and not placed in the trash areas.
3. Items left in the common areas will be removed and discarded. The Association shall not be responsible for reimbursing the homeowner, tenant or guest for such discarded items.
4. Wheeled toys (i.e. skateboards, tricycles, big wheels, roller skates, roller blades, and bicycles) are prohibited from the common area landscaping, streets and driveways.
5. No clothing, swings, household fabrics or other unsightly articles shall be hung, dried or aired on any portion of the property.
6. Balconies and decks are for individual use and not intended for storage of any kind. Homeowners are to use the storage areas provided within their units. Items including, but not limited to surfboards, other sports equipment, tools, appliances, furniture, and other items as deemed by the Association, are not to be kept within the visible areas of decks and balconies. Bicycles kept on the balconies or decks

are subject to architectural approval. Patio furniture may be kept on the balconies and deck, but must be of appropriate size and color and consistent with the overall aesthetics of the community. Patio furniture must be kept in good condition.

7. Unsightly window treatments, such as sheets, foil, newspaper; and other items determined by the Association to be unsightly shall not be allowed.
8. Noise from stereos, TV's, and parties, must be kept at a reasonable level at all times (24 hours a day). Be aware that high levels of bass can be heard and felt throughout the building, even when other sounds might not.
9. The washing of vehicles is prohibited.
10. Roller-skating, ball playing, bicycling, tricycle riding, etc., are to be done under the close supervision of an adult. Children's play should not be disturbing to other homeowners. Parents are responsible for the actions of their children.
11. To ensure security, all entrance gates or doors should be closed and locked.

## **SHADOW OAKS CONDOMINIUM ASSOCIATION**

### **PET RULES**

1. Owners are not permitted to rent to tenants with dogs. (eff. 5/30/98).
2. Two domestic dogs, cats, or caged animals may be kept as household pets provided that they are not kept, bred or raised for commercial purposes.
3. Dogs or cats are not allowed to be unattended in the common area. All dogs must be maintained on a leash held by a person capable of controlling the animal when the animal is not in owners unit.
4. Local county and/or municipal animal court ordinances will be strictly enforced (i.e. licensing, vaccines, leash laws, etc.).
5. Homeowners must not allow pets to relieve themselves in the common areas. In the event of an unavoidable accident, any fecal matter must be removed immediately from all common areas including pavement, grass, landscaping, flower beds or Association property including patios, balconies, garages, and sand tot lot.
6. Animals may not be brought into the common pool, spa, exercise, and clubhouse area.
7. Each homeowner will be held responsible for any damage to the common areas due to their resident's pet. In addition, each homeowner will be responsible for any damage to the property of another due to the resident's pet, either by financial reimbursement and/or corrective action to be determined by the Board of Directors.

8. The Association shall have the right to prohibit housing of any animal that constitutes a nuisance.
9. All pets must be registered with the Rules and Regulations Committee.
10. Unleashed/unlicensed pets may be removed from the property by Animal control representatives.
11. Noisy animals that are a continued annoyance to other residents are not permitted. The Association, through the Board of Directors, shall have the right to prohibit any resident from keeping any animal on the premises which constitutes, in the opinion of the Board, a continued nuisance to other residents. Complaints against pet owners shall be in writing to the Board in care of the Management Company.

## SHADOW OAKS CONDOMINIUM ASSOCIATION

### SWIMMING POOL AND SPA RULES

1. Swimming Pool Areas are reserved for Shadow Oaks residents and their guests. **GATES MUST BE KEPT CLOSED AT ALL TIME! NO EXCEPTIONS.** Trespassers are subject to removal from the premises or arrest. (*California Penal Code Section 602*).
2. **NO LIFEGUARD IS ON DUTY.** Use of pool and spa is at your own risk. All persons under the age of 12 must be accompanied and supervised by an adult when using the pool or spa. Parents are urged to contact their physician in order to determine if there are any health risks to their children.
3. Residents must accompany their guest at all times and are responsible for any damage to facilities by their guests.
4. **PETS ARE PROHIBITED** from entering the pool and spa areas. No warning will be given, and a first occurrence fine of \$25.00 will be given.
5. Appropriate swimwear must be worn at all times by adults, children, toddlers, and infants.
6. No horseplay, running, yelling or other boisterous conduct is permitted in the pool areas.
7. The Shadow Oaks pool is not designed for diving. **NO DIVING ALLOWED.**
8. Music must be kept at a reasonable volume. Requests by other pool users to turn down volume must be honored.
9. No glassware or bottles are permitted in the pool area or spa areas. Food may not be consumed while in the water. Homeowners bringing food and beverage containers to the pool areas must dispose of their trash in the appropriate receptacles.

10. **DISCARD ASHES AND BUTTS IN ASH TRAYS** and not on concrete decks, planters or in the water.
11. A reasonable number of guests may be brought to the pool areas. However, courtesy to residents takes priority. Residents may not bring so many guests as to infringe upon others access and use of the pool areas. The Board reserves the right to determine a "reasonable" number.
12. No foreign products may be introduced to the pool or spa (soap, shampoo, etc.)
13. No boogie boards, surfboards, skateboards, roller skates, or bicycles are allowed within the pool and spa area.
14. No pool furniture may be removed from the pool and spa area not placed in the pool or spa.
15. **POOL HOURS, AS POSTED, MUST BE OBSERVED.** Pool hours are 7:00 a.m. to 10:00 p.m. Use in the early A.M. or late P.M. which disturbs residents' units surrounding the pool will be given one warning then fined accordingly. Residents are warned not to use the pool and spa at other than posted hours.
16. The swimming pool is heated from Memorial weekend to the end of September. The spa is heated year round.

## **SHADOW OAKS CONDOMINIUM ASSOCIATION CLUBHOUSE RULES**

1. The unit owner **ONLY** must reserve the Clubhouse. Applications are sent out by the Management Company. A \$250.00 check for the security deposit must be submitted with the application, which must be at least 30 days prior to the use of the Clubhouse. No reservations are accepted until the required form is completed, returned to the Management Company and approved by the Board of Directors. There are no exceptions.
2. The deposit will not be returned until the room has been cleaned by the Homeowner and inspected and signed off by a Board member. The refund check will be written in the next check cycle.
3. If there is damage from the event, the deposit will not be returned and a bill with charges will be expected to be paid by the homeowner to the Association within seven working days.
4. It is the Homeowners' responsibility to control the behavior of their guests.
5. The guests are restricted to the use of the clubhouse **ONLY**. The swimming pool and spa are not available for party use.
6. Parties are to be over no later than midnight. Quiet time starts at 10:00 p.m. After that time all music or noise should be low enough so it cannot be heard from

outside the Clubhouse. Please respect the rights of the Homeowners and leave quietly.

7. All garbage is to be bagged and placed in trash areas. The refrigerator, range and microwave are to be cleaned. The clubhouse must be cleaned immediately after the event.
8. Violations of these rules and regulations may result in forfeiture of part or all the deposit at the discretion of the Board of Directors.
9. Parties that result in complaints will result in fines. Activity that results in a police call due to noise or behavior will result in the immediate end of the party, loss of the deposit, and a fine.

## **SHADOW OAKS CONDOMINIUM ASSOCIATION**

### **PARKING RULES**

1. Parking is permitted in assigned spaces only, one vehicle per space. No parking in fire lanes. All vehicles parked in prohibited areas will be towed at the owners' expense. No exceptions.
2. Any vehicle that appears to be inoperable or abandoned or not moved during a 72-hour period will be towed at the owners' expense. Storage of vehicles in any guest parking area is prohibited.
3. Under no condition are the owners or their families allowed to use more than the one legally assigned space to each unit (along with their garage).
4. Except for emergency purposes, automobiles and vehicle repairs may be made only within the private garage or assigned stall. Residents who perform repairs or maintenance are responsible for keeping the area clean and insuring safe disposal of any hazardous materials or liquids.
5. All drivers entering or leaving the townhouse premises should do so with the utmost care and at a low rate of speed. The speed limit on the premises is five (5) miles per hour.
6. All guests who park in the garage do so at their own risk.
7. There is no parking in the red zones or alleyways. Handicapped parking is for people displaying the proper placard. No exceptions. Cars will be booted or towed at the owners' expense for these infractions.

**SHADOW OAKS CONDOMINIUM ASSOCIATION**  
**TENANT RULES AND REGULATIONS**

1. Each owner shall have the right to lease his/her condominium.
2. Owners are responsible for tenant, actions of tenants, and the actions of their tenant's guests.
3. Owner may not lease unit for a period less than (30) days.
4. The homeowner shall have the responsibility to acquaint their tenants and guests with the CC&Rs and the Rules and Regulations of the Association.
5. For the purpose of these Rules and Regulations, a tenant shall be defined as anyone in possession of a member's unit in exchange for my sort of consideration, or guests.
6. Fines will be assessed against the member even if the infraction was committed by a tenant or guest.
7. Owner's lease must include a clause that if the tenant(s) fail to abide by the rules and regulations of the Association, they are in default of their lease; a copy of this lease must be forwarded to the Board as soon as signed with the telephone number and street address of the residence owner.
8. Any owner who shall lease or rent his unit shall notify the Board of the lease and provide the Board with a copy thereof. In addition, the owner shall complete and have tenant complete a Tenant Information Form (attached) within ten days (10) prior to the date set for first occupancy by the lessee of the unit. Failure to comply will result in a fine as set forth in 6.0 Fines.
9. Owners are not permitted to rent to tenants with dogs (eff. 5/30/98).

**SHADOW OAKS CONDOMINIUM ASSOCIATION**  
**ENFORCEMENT PROCEDURE**

Any violation that is an alleged violation of the CC&Rs, By-Laws, Rules and Regulations or Architectural Standards of the Association will be processed according to the procedures outlined herein.

On the receipt of the first complaint of an alleged violation, a warning letter will be sent. If the violation is of a continuing nature, such as a violation of the architectural rules of the Association, the letter will contain a date by which the violation must be ceased.

If an alleged second violation occurs, or if the cessation date passes on a continuing violation without corrections, a letter will be sent stating that an alleged second violation has occurred, or that the continuing violation has not been corrected and directing the member to a hearing before the Board of Directors at the next Board

Meeting. At said hearing, the member will be allowed to present evidence to support his/her position either orally or in writing.

After said hearing, the member will be notified in writing of the decision of the Board of Directors. If the homeowner is found to be in violation of the Association's CC&Rs, By-Laws, Rules and Regulations, or Architectural Standards, the Board will either (a) seek remedy by use of the legal system, b) apply monetary penalties to the member's assessment billing, (c) choose to correct (or cause to be corrected) the violation and assess owner for reimbursement of costs, or (d) a combination thereof.

If the decision is to pursue a monetary penalty, the Shadow Oaks Monetary Penalty Schedule will apply.

## **SHADOW OAKS CONDOMINIUM ASSOCIATION**

### **SCHEDULE OF MONETARY PENALTIES**

On receipt of the first complaint of an alleged violation of CC&Rs, By-Laws, Rules and Regulations, and Architectural Standards, a warning letter will be sent.

On receipt of a complaint of an alleged second violation of the same rule, the homeowner will be directed to respond either orally or in writing at a hearing before the Board of Directors. If the homeowner fails to appear or respond, or if the Board of Directors decision is to assess a monetary penalty, a penalty of \$50.00 will be assessed to the homeowner's account.

On each successive violation of the same rule, the amount of the monetary penalty assessed will increase by \$50.00 until a maximum monetary penalty of \$600.00 is reached. After the maximum monetary penalty is reached, each successive violation of the same rule will be assessed at \$600.00.

Any time a violation continues for a period of more than thirty (30) days, each successive thirty (30) day period or fraction thereof shall be considered a separate violation of the same rule and the appropriate monetary penalty may be assessed.

At any point, the Board may determine to use the legal system or cause correction of the violation, and the owner may be responsible for legal fees and or reimbursement of costs to the Association.

Should a violation occur which imposes financial obligations on the Association, then the party responsible for said violation shall reimburse; by the way of special assessment, the Association for this financial obligation. If for example, a party damages a fence, tree of any other common property, repair and replacement costs will be charged to that party.

**SHADOW OAKS CONDOMINIUM ASSOCIATION**  
**ARCHITECTURAL REQUEST FORM**

Name of Owner(s) \_\_\_\_\_ Email \_\_\_\_\_

Property Address \_\_\_\_\_ Oak Park, CA

Mailing Address (if different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Proposed Improvement (Include drawings, brochures and color chips, as applicable. Be as detailed as possible - add additional pages as necessary) \_\_\_\_\_

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

Proposed Start Date \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

*The Board has 45 days in which to respond to this request. Please allow for this time in your plans.*

**Submit two (2) copies of this form as well as any additional information describing the modifications/additions (including dimensions, materials to be used, color, locations on the property, distances to property lines, and elevation of improvements relative to existing dwelling).**

**NEIGHBOR ADVISEMENT** (No Tenants Please)

*Do you object to this request?\**

\_\_\_\_\_  
Print Name Address Signature  yes  no  
(check one)

\_\_\_\_\_  
Print Name Address Signature  yes  no  
(check one)

*\*Neighbor objections do not in themselves cause denial. However, the neighbors will be contacted to determine if their objections are appropriate.*

*The intent of this request form is to maintain consistency throughout the Shadow Oaks Condominium Association and compliance with our governing documents. This form is not a substitute for any permits required by the city, county or state. All work is subject to inspection by the homeowners' association.*

Owners' Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** *Please take the time to include all the required information. Partially completed requests will be returned, causing delays in processing.*

**Mail requests to:** Anchor Community Management, Inc., P.O. Box 3237, Camarillo, CA 93011-3237  
(805) 388-3848 • fax: (805) 388-0856 • e-mail: info@anchorcommunitymgt.com

**Below this line for use by the Architectural Control Committee only**

Approved:  Conditional approval:  Disapproved:

*Conditions for approval or reason(s) for disapproval:*

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

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

*Disapproved requests may be appealed to the Board of Directors. The Board will review at their next meeting.*

# SHADOW OAKS CONDOMINIUM ASSOCIATION

C/O: Anchor Community Management, Inc.

P. O. Box 3237 • Camarillo, CA 93011-3237 • (805) 388-3848 • FAX: (805) 388-0856

Register online: [anchorcommunitymgmt.com/shadowoaks.htm](http://anchorcommunitymgmt.com/shadowoaks.htm)

## OWNER OR TENANT REGISTRATION FORM

Date: \_\_\_\_\_ Shadow Oaks Address: \_\_\_\_\_ Oak Park, CA

Owner Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

If you live on-site, but receive mail off-site, please check here:

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

AS OWNER, I WILL (Please check one):  Live In The Unit  Rent Out The Unit

Use the Unit as a Second/Vacation Home (no renter)

Emergency Contact: Name: \_\_\_\_\_

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

**All Information From This Point Forward Pertains To The Person Who Will Occupy The Unit.**

Tenant Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant newsletters are emailed, please include email address.

Home Phone (tenant): \_\_\_\_\_ Work Phone (tenant): \_\_\_\_\_

Name & Ages of Children: \_\_\_\_\_

Pets:  Dog(s) Breed(s) \_\_\_\_\_  Cat(s) # \_\_\_\_\_

Vehicle(s): YEAR - MAKE - MODEL COLOR LICENSE #

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

As homeowner, I have provided my tenants with copies of the Rules and Regulations, and I understand that according to the governing documents of the Association, I am responsible for the actions of my tenants as they relate to the Association.

Homeowner Signature: \_\_\_\_\_