

WOODSIDE ASSOCIATION INC.

ARCHITECTURAL REVIEW PROCESS

CHANGES OR MODIFICATIONS TO UNITS

ARCHITECTURAL COMMITTEE

The three member Architectural Committee is appointed by the board of directors and is comprised of resident volunteers.

The committee meets on the third Tuesday of the month, unless there are no items on the agenda for review. All items to be brought before the committee must be submitted to the office no later than the second Friday of each month in order to be heard at the next committee hearing. Homeowners are urged to check with management first, to confirm that their request does indeed require action by the architectural committee. All items submitted for review after the prescribed deadline will be reviewed by the following month. An architectural committee form is available at the association office. Architectural applications must be submitted with a \$500 deposit which will be cashed upon board approval. This deposit is refundable upon successful completion and re-inspection of the modification.

An owner desiring to make changes or modifications to their unit or common area must submit the request to the architectural committee. The intent of the review is to protect other homeowners from fires caused from potentially hazardous electrical changes or water damage from plumbing changes, as well as ensure that any accessibility changes must be approved. Changes to plumbing in interior walls or relocation of existing plumbing fixtures, changes to electrical systems in a common wall, projects necessitating cutting holes in a common wall, or relocation of existing electrical outlets and switches, are all examples of architectural changes that must be presented to and approved by the committee prior to commencement of construction. The review is to determine if the changes and/or modifications are up to code and the necessary permits have been acquired.

The board of directors has authorized a fine in the amount of \$500.00 for owners/residents who do any architectural modifications without submitting an application, and obtaining approval by the board. Any persons making architectural modifications to their unit without board approval will be subject to this \$500.00 fine. If you have any questions regarding what needs architectural approval, please call the office.

ESTOPPEL

In the event of a sale, the association will be asked to assure (estoppels) the buyer that the unit has not been changed, or, if it has, it meets the requirements of the association. An "Architectural Compliance Estoppels Certificate" has been developed to document the association's representation that a unit is or is not in full compliance with the architectural provisions of the Woodside "Rules and Regulation". Copies are available in the office.