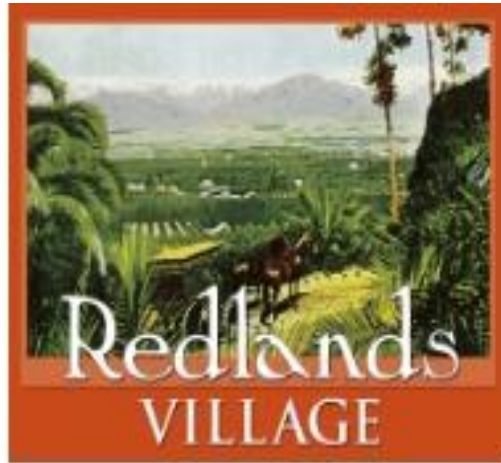


# Redlands Village



## Community Handbook

*Professionally Managed by:*  
**So Cal Property Enterprises, Inc.**  
**(951) 270-3700**

**Created: May 2007**  
**Revised: October 2011**

# Redlands Village Homeowners Association Community Handbook

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## Redlands Village Homeowners Association

Dear Homeowner:

Welcome to Redlands Village! We are thrilled you have chosen Redlands Village as your new home. Redlands Village is not merely a collection of homes sharing common property, but rather a collection of homeowners that share common values and a certain quality of life. By working together, becoming actively involved and supporting your association, we will be able to create the vital and vibrant sense of community we all desire.

**So Cal Property Enterprises, Inc.** is pleased to be the managing agent for your community. As directed by the Board of Directors, our role is to manage the daily operations of the association, both physical and financial. We will also advise in long term financial planning and will assist the association in complying with state and federal laws. Further, we will be the information and communication hub for all of the community's functions and activities. **You can contact So Cal Property Enterprises, Inc. at (951) 270-3700.**

Having a decisive plan in place is the first step towards making sure that common goals will be met. The community's governing documents, known more specifically as **Covenants, Conditions, and Restrictions (CC&Rs), the Bylaws, Articles of Incorporation, Association Rules and Architectural Guidelines** act as the community's charter, or Constitution, providing a general framework for the protections and continuance of the community and its common elements.

Please take a moment to familiarize yourself with the governing documents. Understanding the community's "charter" and responsibilities will greatly enhance your experience as a member of the community.

**So Cal Property Enterprises, Inc.** is pleased to offer automatic checking withdraw for your monthly assessment. If you are interested in this value-added service, please fill out the **Automatic Deduction Form** available at our website [www.socalenterprise.com](http://www.socalenterprise.com) and mail to our office at your earliest convenience.

Again, welcome to the neighborhood!

Sincerely,

Redlands Village Homeowners Association

# **Redlands Village Homeowners Association Association Rules**

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## **Animals:**

1. Dogs must be on a leash when walking in the Community and you are required to clean up after your pet. No animal may be nuisance to the Community or its members.
2. Residents are not permitted to have more than an unreasonable quantity of pets, of which ordinarily mean more than two (2) animals per household, excluding fish.
3. Residents are not allowed to keep animals for the purposes of breeding or other commercial purposes.
4. Each Resident, in addition to cleaning up after their animals in common or community areas, is responsible for maintaining their lot or yard in a manner that is reasonably clean of pet waste or residue.
5. The Board reserves the right to prohibit the maintenance of any animal, which is deemed in the opinion of the Board to constitute a nuisance to any other owner.
6. All animals, including cats, must be kept in an enclosure and are not permitted to roam the community.
7. All persons bringing or keeping an animal within the community shall be absolutely liable to other Owners and their Invitees for any damage to persons or property caused by any animal brought upon or kept upon the community by such person.

## **Basketball Hoops:**

1. Secured Basketball hoops must be approved by the Board or ARC prior to installation or placement.
2. Portable basketball hoops are permitted provided they are removed and placed in the garage by 9:00 p.m. or stored out of view of the common area (i.e., side yard or back yard).
3. Portable basketball hoops are not permitted on any portion of the common area, including the streets and sidewalks, for any length of time.

## **Construction and Installation of Landscape/Hardscape:**

1. No work may be performed upon any Lot unless the person or company performing such work (the "Contractor") is licensed by the State of California to perform such work **and** said Contractor provides written evidence that he/she currently maintains in effect broad-form commercial general liability, errors and omissions, automotive and workers' compensation insurance for its employees whose services are to be on or at the Project. Each owner who intends to hire any Contractor to repair any portion of the owners Lot or to perform any other work on or about the Project (including any Owner Work) shall provide to the Association evidence of the Contractors license and required insurance prior to any entry by the Contractor or any of its employees upon or within the Project.

2. Portable toilets, sand, landscape, construction material and/or other related items are not permitted to be stored, staged, placed or stockpiled on the street, sidewalk, curb or driveway apron.
3. Contractors are required to clean up each day after construction by hosing down and/or sweeping the sidewalk and street area. Contractors should not be flushing dirt, debris, sand, etc. into the street or gutter areas. All federal, state and county Best Management Practices for Storm Water Pollution must be strictly followed.
4. Contractors and/or other service providers may not trespass onto any other lot without said lot's written permission.
5. Construction trailers or equipment may not be stored overnight on the streets or on any lot.
6. 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. Trash dumpsters are to be stored in the back yard area out of site.
7. Sand bags or other erosion or sediment control devices installed by Declarant during initial construction should not be removed until Owner's lot is landscaped and the planting is established. All broken sand bags must be removed immediately and replaced.
8. Homeowners are responsible for ensuring that no runoff from the Owner's lot occurs and each Owner is required to take action reasonably necessary to prevent any runoff.
9. **Declarant shall install front yard landscaping and irrigation. All homeowners are required to submit plans within six (6) months of close of escrow for the installation of rear yard landscaping. Rear yard landscaping must be installed within twelve (12) months of close of escrow. Please refer to the Landscape and Architectural Guidelines for further information.**

#### **Temporary Structures/Sheds:**

1. No structure of a temporary character, trailer, tent, shack, recreational vehicle, garage, storage building or shed, outbuilding, or other structure or vehicle of a temporary character shall be used on any Lot as a residence or otherwise, at any time, either temporarily or permanently.

#### **Flags:**

1. U.S. flags are permitted provided that the flag is attached to the wood fascia of the home or is free standing. The flag may not exceed six (6) square feet.
2. The U.S. flag may be displayed 24 hours per day, but only if properly illuminated during the hours of darkness.
3. Decorative flags (not deemed to be a nuisance or obnoxious) are permitted provided they are placed in the same manner on the home or freestanding. Decorative flags may not exceed six (6) square feet.
4. All flags must be kept in a neat and attractive manner.
5. All freestanding flagpoles must be approved by the ARC prior to installation.

**General Rules:**

1. No structural alterations or modifications to the exterior are permitted without the prior written consent of the Board or ARC as provided in the Association's CC&Rs.
2. Nothing other than natural rainwater may be discharged into the storm drains and storm drainage system.
3. Homes may not be leased for less than thirty (30) days. All leases must be in writing and copies of the lease shall be submitted to the Association via the Management Company.
4. No clothing or household fabrics shall be hung, aired or dried. Clotheslines are not permissible.
5. No window shall be covered with aluminum foil, sheets, newspapers or other similar material not intended or designed for use as a window cover.
6. Trash cans and any other type of garbage shall be stored out of site and screened from view. No odor shall be permitted to arise from the trash or trash containers. Trash containers may be placed outside in view for trash pickup for a time period not to exceed twenty-four (24) hours before and after scheduled trash collection hours.
7. Homeowners are not permitted to install additional landscaping in the common area. Potted plants, decorative items, stepping stones and other related items may not be placed in the common area.
8. Exterior fires are not permitted in the Project (except for gas/electric barbecues upon a lot's patio) as permitted in the Architectural Guidelines.

**Holiday Decorations:**

1. Holiday decorations are permitted on your lot; however, decorations of any type are not permitted in the common area. The common area includes, but is not limited to, stairways, trees, bushes or other landscaped areas maintained by the Association, etc. Any decorations found in the common area will be removed at the owner's expense.
2. All decorations are permitted up to 30 days prior to the holiday and must be removed within 10 days after the holiday. All holiday decorations celebrating holidays in December and January must be removed by January 10 of each year.
3. Homeowners should be considerate of neighbors when decorating for holidays.

## **Parking and Vehicular Restrictions:**

1. Owners are responsible for assuring that their guests abide by the parking restrictions.
2. All of the streets within the community are public. All street parking within the community is subject to the requirements and ordinances of the local police and fire agency having jurisdiction over the community and the public streets therein.
3. Owners may not park, keep or store on any part of the property (except wholly within an owners fully enclosed garage with the door closed), street (public or private), or driveway any Prohibited Vehicle. Inoperable vehicles shall be stored only in enclosed garages. Prohibited vehicles are defined as the following:
  - a. Recreational vehicles (e.g. motor homes, travel trailers, camper vans and boats, sea doo's, or wave runners),
  - b. Commercial type vehicles (e.g. stake bed trucks, tank trucks, dump trucks, step vans, concrete trucks and limousines),
  - c. Buses or vans designed to accommodate more than ten (10) people, Vehicles having more than two (2) axles,
  - d. Trailers, Aircraft, Boats
  - e. Inoperable vehicles or parts of vehicles,
  - f. Any vehicle deemed a nuisance by the Board of Directors, any other vehicles not classified as an authorized vehicles

If a vehicle classifies as both an Authorized and a Prohibited Vehicle, it will be classified as a Prohibited Vehicle, unless expressly classified as an Authorized Vehicle, in writing, by the Board of Directors.

4. Garages shall be maintained at all times to accommodate no less than two (2) vehicles for which it was originally constructed.
5. All Access Easement Areas must be kept free and clear at all times.
6. No repair, maintenance or restoration of any vehicle may be conducted in the Community except in an enclosed garage when the garage door is closed; however, these activities may not be undertaken as a business and may be prohibited entirely if the Board determines that the activities are a nuisance.
7. Parking is not permitted within 15 feet of any fire hydrant.
8. Garages are to be used for parking vehicles only and shall not be converted for living, recreational activities, business or storage that would prevent the ability of a resident to park the number of vehicles in the garage that the garage was designed for.
9. Garage doors are to remain closed except during the removal or entry of vehicles.
10. All maintenance and/or peruse activities (including washing, polishing and loading for example) of Authorized Vehicles shall be conducted, to the extent possible, within the garage or within the screened storage/parking area upon the Lot, and to the extent that the same occur upon any driveway and are otherwise visible to passersby, then such activities shall not continue for more than four (4) hours at a time.

## **Signs:**

1. One (1) sign advertising the home for sale or lease is permitted provided the sign complies with the following restrictions:
  - a. The sign may not be larger than eighteen inches (18") by twenty four inches (24") in size.
  - b. The sign must be attached to the ground by a conventional, single vertical stake, which does not exceed two inches (2") by three inches (3") in diameter. Posts, pillars or hangman type signs are not permitted.
2. Open House signs are permitted provided there are no more than three (3) and may not exceed three (3) square feet in area and five (5) feet in height. These signs may be used for directional purposes provided they are located a minimum of three (3) feet from the sidewalk or ten (10) feet from the curb or edge or pavement where no sidewalk exists.
3. After a property has closed escrow, the sign must be removed within fifteen (15) days.
4. Homeowners are permitted one (1) nameplate or similar Owner name or address identification, which complies with the Architectural Guidelines.

## **Satellite Dish Policy:**

1. Satellite dish devices may be installed without ARC approval provided they meet all the guidelines set forth below.
2. All satellite dish devices must be smaller than one meter in diameter and must be installed in a manner that ensures minimal visibility to other Owners and otherwise complies with the Architectural Guidelines for such an installation.
3. All cables and wires for the device must be properly secured to building and may not hang. All cables and wires should be strategically placed out of view and are required to be painted to match the building.
4. Only one (1) satellite dish is permitted per home. Additional dishes must have pre approval prior to installation.
5. The ARC reserves the right to require additional modifications in order to ensure the device is in complete compliance.
6. All homeowners are **REQUIRED** to fill out a Satellite Dish Notification form **PRIOR** to installation and return it to the Association.



## **Redlands Village Homeowners Association House Painting Review Procedure**

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### **Submittal Requirements:**

1. Photos of all 4 sides of the home from corner to corner along with any additional structures (trellises, gazebos, etc.) that are to be painted.
2. Photos of the fronts of the house on either side of the home being processed.
3. Color swatches of the colors to be used and where.
4. Photo or plan marked up to indicate which color is to be applied to which surface.
5. Justification statements. See below.

**NOTE: IF ALL REQUIREMENTS ARE NOT PROVIDED WITH SUBMITTAL, SUBMITTAL WILL BE RETURNED AND WILL BE DEEMED INCOMPLETE AND UNACCEPTABLE.**

### **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. Important to provide justification as relates to the color selection and its appropriateness to the exterior elevation style of the home. (Exterior color schemes are directly related to architectural styles and will be reviewed based upon this criteria.)
3. If existing color scheme utilizes more than one color on stucco surfaces and/or planes, maintain this same differentiation in tone and intensity with new color selections.
4. Provide any photos or references justifying the color selection and its use on the same architectural style of home. Please keep scale of the house in mind. Don't pick a little shed to justify painting a two story house or a large estate or commercial building to justify a single family residence.
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. The larger the home the greater the need to tone down or soften the color selection. The farther the homes are separated from each other, the greater the need to tone down or soften the color. If the general tone of the color schemes and the neighborhood as a whole is muted, then the color selection needs to be softer and/or more muted.

### **Review Elements:**

- Appropriateness of color scheme to architectural style.
- Color tone and intensity in keeping with overall neighborhood.
- Color tone and intensity in keeping with size of home and separation from neighbors.
- Color compatibility with adjacent homes.
- Does not repeat color scheme of an adjacent home.

## **Redlands Village Homeowners Association Violation and Fine Procedure**

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1. The Board of Directors shall direct a notice to the homeowner advising them of the nature of the violation and the time limit to rectify the violation.
2. Failure to comply with the request to rectify the violation may result in a “Notice of Hearing” and shall request appearance on a specified date to be heard by the Board of Directors.
3. If the Board determines at the hearing the violation has not been corrected, the Board of Directors may impose a fine and/or seek legal relief.
4. The fine schedule is as follows:

Minor Violations:

First violation:	\$100.00
Second violation (same infraction):	\$200.00
Third violation (same infraction):	\$300.00

Major violations: \$250.00 per occurrence

i.e. Failure to obtain architectural (ARC) approval prior to making an exterior modification, negligent damage to Association property, life threatening or safety violations, etc.

\*Please note: Special Assessments may be imposed for specific violations outlined in the Association’s Governing Documents.

### **Reporting Violations:**

Except in those cases where a violation is easily visually verified (i.e. storage of trash cans, unauthorized architectural improvements, recreational vehicle storage in driveways, etc.), homeowners wishing to report a violation must do so in writing and the complaint must be signed by two (2) different lot owners.

Anonymous letters or complaints will not be acted upon, unless the violation can be visually verified by way of an inspection of the property. Additionally, while the Board of Directors will not routinely provide the identity of the homeowners alleging the violation, it does not guarantee the name remain anonymous or have any duty to protect the privacy of such complaints.

In the case of such complaints that may be difficult to verify, the homeowners alleging the complaint should be prepared to come before the Board of Directors to discuss their claims, if the matter should come into dispute.

Finally, the Board may determine the violation to be a neighbor-to-neighbor dispute in compliance with the neighbor-to-neighbor dispute resolution policy.

# Redlands Village Homeowners Association Landscape and Architectural Guidelines

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## **I. Objective:**

The objective of the Landscape/Architectural Review Committee 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 individual family.

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 Landscape Improvement program must first comply with any and all CC&R requirements, as agreed, as well as local codes and ordinances. Approval by the Association does not, however, constitute a representation or warranty by the Association that the proposed improvements comply with local codes and ordinances.

While consideration may be given by the Architect and/or ARC, with regard to the obstruction of any homeowners view, the documents specifically do *not* protect any homeowner'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 approving architect and/or ARC, per the CC&Rs.

These Landscape Improvement Requirements are in no way an attempt to dictate the character of the design program, but rather to assure that the design program takes into consideration any obstructions and/or adverse affects to surrounding neighbors.

## II. SUBMITTAL REQUIREMENTS

### Plan requirements for all submittals:

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed "Architectural Application"  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed "Neighbor Awareness"   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date on plans  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) complete sets of plans   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | House/Property street address & phone number   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | House/Property lot and tract number  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper scale (Site plan @ 1/8" - Floor plans @ 1/4" - Elevations at 1/8" - Landscape @ 1/8") |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, address & phone number of entity that prepared the drawing                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

### Site and/or Landscape Plan:

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all property lines accurately as to length, angles and amount of curve.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show existing building(s)/structure(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show existing walls, fences, gates, sidewalks, paving, planters and other constructed or hardscape elements, which impact the design  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all applicable utilities & improvements  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show proposed planting areas  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show proposed decks, fences, walls, stairs, trellises, arbors gazebos, spas, ponds, fountains, ornamental rocks, barbecues, courts, play equipment, apparatus and yard lighting.            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans for proposed fence and wall drawings shall note materials, colors and heights. Heights shall be noted relative to the immediate ground elevation.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pools and spa plans shall include the locations, size and sound mitigation treatment of all mechanical equipment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions (In feet and inches)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grade changes   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of new area drains and drain pipe routing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading & Drainage Notes  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction Notes  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Walls, fences, gates, screens, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trellises, overheads, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fountains, ponds, pools, spas, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Barbecues, fireplaces, fire pits, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical equipment including all motors, pumps, filters, controllers, timers, compressors & air conditioner condensers, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting fixture locations, heights & sizes with bulb type & wattage  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting to be indirect and shielded from adjacent properties. All lights must be compatible with house design and should be simple in design & color. No exposed wires or cables. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photos of project site depicting existing site conditions and adjacent property relationships.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

### Exterior Elevations:

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevations of existing and proposed architectural elements with roof slope pitches          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ridge heights   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Note all finish materials, colors and textures of proposed work.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Note if proposed finishes and material are to match existing finishes and materials.        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Color & material board clearly depicting materials and/or colors that differ from existing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior materials, trims, detailing and finishes   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

**Floor Plans:**

- Indicate all walls, columns, openings and any condition or feature that will affect the exterior design of the structure
- Floor plans of existing and proposed room layouts with horizontal dimensions and all features that affect the exterior - windows, doors, overhangs, etc.
- Show dimensions of proposed work and related existing work and indicate relationship
- Delineate all parts of the exterior that cannot be shown on elevation drawings
- Clearly identify proposed new work areas and differentiate existing work areas from them
- Special note - see end of check list

**Roof Plan:**

- Show all existing and proposed roof surfaces, noting pitches and overhangs.
- Call out existing and proposed roof materials and colors
- Ridge heights
- Special note - see end of check list

**Mechanical and Solar Energy Plans:**

- Show all mechanical devices exposed to the exterior including solar collectors, storage tanks, piping, and other distribution and collection components
- Devices are integrated into the roof design and flush with existing roof slope
- Frames are colored to complement roof
- No natural aluminum frames
- Mechanical equipment screened
- Special note - see end of check list

**GENERAL DEVELOPMENT GUIDELINES**

**Heights:**

- Maximum height of the occupied area of all other structures including patio structures, trellises and gazebos shall be limited to ten (10) feet.
- All portions of proposed structure that are decorative and unoccupied and exceed the twelve (10) feet limit are subject to review and may not be permitted
- Vertical trellises, trellage, grills or small arbors are not any higher than seven (7) feet
- Element does not exceed the height of the adjacent property line fence/wall or six (6) feet, whichever is less
- Freestanding fireplace chimney does not exceed six (6) feet in height.
- Special note - see end of check list

**Fences and Walls:**

- Existing fences/walls are not removed or modified
- No double walls constructed side by side
- Fences, walls and gates are no more than six (6) feet or are the same or less in height than the existing fence/wall
- Retaining walls blend in and compliment style of home
- Planter walls blend in and compliment style of home
- Drainage system provided near wall footing
- No exposed wooden fences with the exception of lattice screens or trellage are viewed from public place

**Fences and Walls (Continued):**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material, color & texture to be compatible with existing house (no uncovered concrete block)                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maximum height is 6 feet above adjacent grade or equal to or below the height of existing walls                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do not modify (lower or raise) the grade adjacent to any existing walls, fences, gates and or pilasters or columns |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No uncovered concrete block  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

**Door and Window Coverings:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No screen door on front or main entry door                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No aluminum or metal awnings or covers over windows or patios          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No aluminum foil, paint, sheets or other unsightly covering on windows |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Security screen door (front or main door)                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list                                   |

**Garage Doors:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garage door is compatible in design and color with house.         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Garage door is simple in design and color (no ornate decoration). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list                              |

**Exterior Lighting:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting fixture locations, heights & sizes with bulb type and wattage noted on plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting is indirect and shielded from adjacent properties  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting is compatible with house design and is simple in design and color  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No exposed wires or cables  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No exterior lighting placed so as to cause an unreasonable glare or illumination on any other private property or common area |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lamp source is not high-pressure sodium, metal halide or other inappropriate type   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

**Patio Covers, Gazebos, Trellis and Sundecks:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide exterior elevations of all proposed structures including trellises, gazebos, and shade structures  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | When proposed improvement is attached to existing home, show the existing elevation in relation to the proposed improvement.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trellis posts shall be located a minimum of 5 ft. and overhangs a minimum of 3 ft. from existing side or rear yard walls or property lines, which ever is the more restrictive |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Square footage is in proportion to the yard (is not more than 50% of rear yard area).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trellis height is not to exceed ten (10 ft.) above existing finish grade.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Peaked or sloping roofed gazebos are not to exceed twelve (12 ft.) above the existing finish grade to the uppermost height of the roof   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Design, color, finish and detailing must be consistent with the existing house.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Columns may be stucco or wood. (4x4 wood posts must have wood trim to appear wider and more substantial) No exposed metal posts permitted                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any design features incorporated into the patio cover, gazebo, trellis and/or sundeck must be compatible in appearance with the existing house and surrounding community       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Side elevation not enclosed, except for hand or guardrail or portion of existing dwelling  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

**Awnings:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Awnings are compatible in color and design with house.      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Awnings are simple in design and color..                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Awning size, location and form is in scale with the window. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list                        |

**Playground Equipment:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Basketball backboard is compatible with house design and is painted to match adjacent surfaces.           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Equipment does not exceed twelve (12) feet in height  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Play equipment can exceed perimeter wall height if screened from view with landscaping and color subdued. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

**Flagpoles:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flagpoles must be compatible with the color and scale of the house. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list                                |

**BUILDING MATERIAL STANDARDS**

**Exterior Building Walls:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utilized resawn wood trim to match existing trim, fascia, or barges         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Paint color and finish of trims, fascias, barges and doors matches existing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stucco color and texture matches existing                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior cover material is consistent and continuous on building walls      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

**Window and Door Openings:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Openings are located and detailed in a manner consistent with existing treatment |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

**Window Glazing, Tinting and Shading:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Glass tinting and shading is consistent with existing treatment      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No reflective glass films and/or plastic roll up shades are proposed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list                                 |

**Diverter:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Galvanized iron or aluminum diverters are painted to match roof vents or roof material |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

**Roofs, Flashing and Vents:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roofing material matches existing roofing material                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Built up roofing material on flat areas matches existing roof             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roof pitches match existing   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roof vents and flashing are painted to match roof color or existing vents |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list                                      |

**Gutters and Downspouts:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gutters and downspouts are painted to match house color or trim |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list                            |

**Wrought Iron and Tubular Steel:**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wrought iron or tubular steel is galvanized or bonded prior to applied finish color |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wrought iron or tubular steel matches existing                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

## LANDSCAPE REVIEW ITEMS

### Trees:

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trees installed by original builder is retained   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Be appropriate in selection based upon ground space, horizontal and vertical clearance at reasonable level of maturity. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

### Shrubs, Ground Cover & Turf:

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Botanical & common names of proposed plant material  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plant sizes & locations on the plans   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Be appropriate selection based upon ground space, horizontal and vertical clearance at reasonable level of maturity. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 100% of ground plane covered by plant material or shredded bark material   |

### Shrubs, Ground Cover & Turf (Continued):

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No large areas of bare earth   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Shrubs to be planted at the base of the house, walls and fences visible from street                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Corner lot side yard area between fence/wall & walk to be planted with lawn, ground cover, shrubs and/or vines |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

### Sprinklers:

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Irrigation head layout shown on plan.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Overspray shall not contact neighboring dwelling unit, property line walls/fences, or off of property. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

### Thematic Landscape Features:

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No mirror balls, pink flamingos, statues, sculptures, Astroturf, gravel yards in front yard areas visible from street   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Except for patio covers/trellises and gazebos, no landscape feature (wall, fence, statue, sculpture, waterfall, fountain, etc.) shall exceed the height of the perimeter wall or 6 feet above the lowest immediately adjacent grade, whichever is less. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

### Visible to the Street Garden Walls & Planters:

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material, color & texture to be compatible with existing house (no uncovered concrete block)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maximum height is 6 feet above adjacent grade. Vines and shrubs encouraged to soften appearance  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do not modify (lower or raise) the grade adjacent to any existing walls, fences, gates and or pilasters or columns.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Soil not to be retained against wall unless designed to do so.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Simple in design and color compatible with house.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Metal fences to have horizontal top rail and vertical posts without decoration   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maximum height is 5 ft. 6 in. and must be equal to or below the height of existing walls   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Solid wood fences are permitted and must be painted compatible with the house, if visible from the street in a color   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No chain link, poultry wire, woven wire, aluminum, sheet metal, plastic, fiberglass, wood rail, reeds, straw, bamboo, rope and other similar temporary or commercial materials are permitted |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No uncovered concrete block  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |



**Water Features - Spas, Swimming Pools, Reflecting Pools, Koi Ponds and Fountains:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Must not damage existing walls or fences   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All equipment must be completely screened from off-site view.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All equipment noise impact on neighbors must be minimized with sound attenuation devices (i.e. masonry walls, metal enclosures, etc.)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All solar collectors must be designed and located to be unobtrusive. Colors must be compatible with the house. All supports and piping must be enclosed or screened from view. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction of Water Features must not disturb the neighbor's yards, property or improvements.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction of Water Features must not disturb the Project's Homeowners Association property or improvements  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction of Water Features must not disturb the Master Association's property or improvements  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

**Drainage:**

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All plant beds and paved areas must slope to drain at a minimum rate of 1% or 1/8" per foot with a slope of 2% or 1/4" per foot preferred. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All drain pipes must drain at a minimum of 1/2" or 1/16" per foot with a slope of 1% or 1/8" per foot preferred.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All grades in plant beds must be held a minimum of 6 inches below adjacent finish floor and 4 inches below the adjacent metal house screed |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All grades in plant beds must be held a minimum of 6 inches below the top of adjacent planter or retaining wall.                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All plant bed grades adjacent to existing walls or fences are not to be changed  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All finish surfaces of paving elements are to be held below the adjacent metal house screed  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All plant beds and paving are to slope and drain away from the house   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utilize domed grates on catch basins in plant bed areas  |

**Special Note From Previous Sheets:**

- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

- 
- 1) Do not change the grade adjacent to existing walls & fences
  - 2) During the installation process, follow the "Drainage" guidelines found on this checklist.
-

# REDLANDS VILLAGE HOMEOWNERS ASSOCIATION

## ARCHITECTURAL REQUEST FORM

Please Return To: So Cal Property Enterprises, Inc., 1855 Sampson Avenue, Corona, CA 92879  
Phone (951) 270-3700

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

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

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

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

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

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

### ***I. Proposed Project Information***

Describe the proposed improvement in detail: \_\_\_\_\_

\_\_\_\_\_

### ***II. Neighbor Advisement***

With your submittal, please include two (2) copies of the neighbor notification form, signed by any neighbors that will be visually impacted by your proposed improvement(s). This includes any adjacent or neighboring lots, which may be visually impacted by your improvement(s) from their rear yards or the 2<sup>nd</sup> story windows.

### ***III. Documents Required for Submittal***

- Three (3) sets of detailed plans as specified in Landscape and ARC Guidelines
- Three (3) sets of this application form
- Three (3) copies of the Neighbor Notification form
- \$175.00 initial Architect review fee (already paid through escrow)**
- Architectural Review for exterior modifications, through Architectural Review Committee.**  
**NO fee required for ARC review.**

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

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.

\*\*\*\*\*

Approved       Denied

Conditions of Approval/Reason for Denial: \_\_\_\_\_

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

**REDLANDS VILLAGE HOMEOWNERS ASSOCIATION  
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 to be impacted by improvements, please write "Not Impacted" in signature line.**  
Signature on above does not constitute approval of plans presented, only notification. Any concerns about plans being presented should be addressed, in writing, to at Redlands Village HOA, 1855 Sampson Avenue, Corona, CA 92879



# REDLANDS VILLAGE HOMEOWNERS ASSOCIATION

## Notice of Completion Form

Homeowner Name: \_\_\_\_\_

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

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

Summary of Completed Improvements

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---

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.

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

By signing this form, the homeowner is stating that improvements completed have been completed in accordance to the scope and specification of the approved architectural application and in accordance with the community's architectural guidelines.

**Mail to:**  
So Cal Property Enterprises, Inc.  
1855 Sampson Avenue  
Corona, CA 92879

**REDLANDS VILLAGE HOMEOWNERS ASSOCIATION**

**Notice of Satellite Dish Installation**

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

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**Satellite Dish Agreement:**

I, \_\_\_\_\_ (Insert Your Name), have read the satellite policy and procedure for the Association and agree to install the device per the requirements. The device will be installed on \_\_\_\_\_ (Insert Install Date). I understand that if the satellite dish device CAN NOT be installed per the attached agreement, I must submit an application for architectural approval PRIOR to installation detailing the proposed installation.

I understand that after installation, if the device is not in FULL and COMPLETE compliance, I am 100% monetarily responsible for making all necessary changes to the installation in order to bring the device into compliance. I am also aware that any damage resulting from the installation is my responsibility to repair.

I understand if I sell my home, I am responsible for the removal of the satellite dish device and must repair any and all damage to the area where the dish was installed, including all areas of wiring, etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please Fax or Mail to:***  
**So Cal Property Enterprises, Inc.**  
**1855 Sampson Avenue**  
**Corona, CA 92879**

\*\*\*\*\*

Board of Directors Use Only

IN COMPLIANCE

NOT IN COMPLIANCE

Corrections Required:

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

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

**REDLANDS VILLAGE HOMEOWNERS ASSOCIATION**

**Violation Report Form**

**Violation information**

Please provide the name (if known) and address of the lot where the violation is alleged to be taking place.

Name(s): \_\_\_\_\_

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

Summary of alleged violation(s):

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

On what days and at what times does the violation usually take place?

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

**Reporting homeowner's information**

If the violation is not verifiable by way of a visual inspection of the community, then signatures of homeowners representing two separate lots, within the community, may be required to initiate the Association's violation procedure.

1) Your name: \_\_\_\_\_

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

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

2) Homeowner name: \_\_\_\_\_

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

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

## NEIGHBOR TO NEIGHBOR DISPUTE POLICY

**The Board of Directors of the Redlands Village Homeowners Association duly adopted this Neighbor-to-Neighbor Dispute Policy on May 1, 2007. Nothing herein is intended to be construed as an attempt to relieve the Association or the Board of Directors from any of its duties under the Declaration of Covenants, Conditions and Restrictions for Redlands Village Homeowners Association or any other Governing Documents of the Association. This Policy only establishes a prerequisite to Association involvement in certain, limited, “Neighbor to Neighbor Disputes”.**

### A. DEFINITIONS

1. “Neighbor to Neighbor Dispute” shall mean a dispute or complaint (s) lodged by one Lot Owner against another Lot Owner which, in the Board’s sole discretion, does not impact the Common Area (example include, but are not limited to, parking, noise, animals).
2. “ADR”, shall mean Alternative Dispute Resolution; specifically, mediation or arbitration.
3. “Written Certification” shall mean a letter signed by the disputing parties, certifying that one party requested the other party to submit the dispute to ADR and, either ADR was completed or the other party refused to submit the dispute to ADR.

### B. POLICY TERMS

1. When a dispute or complaint is brought to the attention of the Board regarding interpretation of rights under, or enforcement of, the governing documents, the Board shall, at its next scheduled meeting, discuss the complaint or dispute and make a reasonable business judgment decision based upon the particular facts as to whether or not it constitutes a Neighbor to Neighbor Dispute.
2. If the Board finds that the complaint or dispute constitutes a Neighbor-to-Neighbor Dispute, it shall notify the parties of the Neighbor-to-Neighbor Dispute of its decision.
3. The parties to the Neighbor-to-Neighbor Dispute shall be required to use best efforts to submit their dispute to either the applicable governmental agency or ADR prior to seeking association involvement in resolving the dispute. For ADR, this may be accomplished by complaining party serving the other (responding) party(ies) with a Request for Resolution in accordance with California Civil Code Section 1354.
4. Upon receiving Written Certification that the parties first attempted to resolve the Neighbor to Neighbor Dispute by contacting the applicable government agency and/or through ADR, the Board shall determine whether a violation of the Declaration or governing documents exists which requires Association action, whether Association enforcement is required under the particular circumstances and, if so, the action to be taken in accordance with Association Notice and Hearing procedures.

THIS POLICY SHALL BE INAPPLICABLE TO ANY COMPLAINTS OTHER THAN

NEIGHBOR-TO-NEIGHBOR DISPUTES

## **POLICY STATEMENT FOR OPEN FORUM AND BOARD MEETING CONDUCT**

The Board of Directors welcomes resident attendance at the Board meetings, to observe business matters that take place involving the corporation.

In order to give you an opportunity to address the Board, and in accordance with Civil Code Section 1363.05(i), we've set aside a period of time at the beginning of each Board meeting (called Open Forum), and if time permits, will have a similar forum at the end of each meeting.

The Open Forum at the beginning of the meeting can address topics on the agenda, or those, which may become future agenda items. If you want your concerns known on an agenda item before the Board takes action, the Open Forum is the place for you to express an opinion.

### **The procedure for Open Forum is simple:**

1. Raise your hand to be recognized by the President of the Board.
2. State your concern in clear and simple terms, and please limit it to three (3) minutes.
3. If someone else has already stated the concern, but you have something new to be added to the concern already expressed, then please raise your hand to be recognized; however, the Chair may limit participation to once per owner.
4. Please don't interrupt others while they are speaking.
5. Maintenance related items are to be directed to So Cal Property Enterprises, Inc. by calling or writing (Open Forum is not the proper venue to report maintenance items.)
6. Please realize that while the Open Forum is a time for you to express an opinion or concern to the Board, you may not receive an immediate response or decision. The Board will take your concerns into consideration, but may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item decision.

### **Understanding Board Meeting Conduct:**

1. The Board meeting is a meeting of the Directors of the Corporation.
2. As homeowners, you have a vested interest in your community, and you elected the Board members to take care of those interests.
3. Business matters come before the Board when a motion is made, and seconded. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Board members (and with Management, if needed).
4. When a vote on a motion is taken, it is voted on by the Board members only.
5. If you would like an item to be considered by the Board to be on a future agenda for a decision, please submit your request or suggestion in writing at least a month before the next meeting. If you only want to verbally address the Board, without their making a decision at the meeting, your written input can be received up until the day before the Board meeting. (Note: The Board may be unable to make decisions on items until they have done the proper research and had time to consider their findings.)
6. If you are unable to attend a Board Meeting, you are always welcome to send your concerns in writing to the Board of Directors via the Management Company. Written requests can be sent via fax, mail or email. In order to ensure your concerns are appropriately conveyed, all concerns must be in writing and verbal requests will not be accepted.



## Authorization Agreement for Direct Payments (ACH Debits)

If you would like to take advantage of the ACH Debits, please fill out the information below. This is NOT a requirement, only an added benefit available for your use and convenience.

Company Name: Transpacific Management Service  
Company I.D #: 95-2759687

I (We) hereby authorize Transpacific Management Service, hereinafter called COMPANY, to make debit entries to my (our) ( ) Checking ( ) Savings Account (select one) indicated below at the depository institution named below, hereinafter BANK, in the amount of any assessment authorized and not prohibited by my association's Board of Directors.

**ATTACH VOIDED CHECK HERE**

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such manner as to afford COMPANY and BANK reasonable opportunity to act upon it.

Name(s) \_\_\_\_\_  
Please print

Signature(s) \_\_\_\_\_

Association \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

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

Homeowners Association Account Number \_\_\_\_\_  
(from assessment statement)

**\*\*Please note: To ensure accuracy, please attach a voided or canceled check from the account identified above. You will receive a letter confirming the date we will begin to pay your assessments by ACH Debit prior to first charge.**

**(To expedite your new ACH Debit set up you may mail this application, with a void check to P-O Box 4498, Santa Ana, CA 92702-4498 or Fax it to (714) 338-2262).**

## REDLANDS VILLAGE HOMEOWNERS ASSOCIATION

### ASSESSMENT AND BILLING COLLECTION POLICY

(Approved September 24, 2014 • Effective January 1, 2015)

Prompt payment of Assessments by all owners is critical to the financial health of the Association, and to the enhancement of the property values of your homes. Your Board of Directors takes very seriously its obligation under the Declaration of Covenants, Conditions and Restrictions (CC&Rs) and the California Civil Code to enforce the members' obligation to pay assessments. The Board has adopted this Collection Policy in an effort to discharge that obligation in a fair, consistent and effective manner. Therefore, pursuant to the CC&Rs and Civil Code §5310(a)(7) and §5660, the following are the Association's assessment collection practices and policies, which So Cal Property Enterprises, Inc. has been directed to strictly enforce without exception. Owners are advised that you do not have a legal right to withhold assessments, or any portion thereof, on the grounds that the owner is entitled to recover money or damages from the Association or for any alleged failure of the Association to maintain the common area (*Park Places Estates HOA v. Nabor* (1994) 20 Cal App. 4th 427).

1. **Due Dates:** Regular monthly assessments are due and payable on the first (1st) day of each month and are due **whether or not a billing statement is received.** If a statement is not received, mail your check payable to REDLANDS VILLAGE HOMEOWNERS ASSOCIATION, PO BOX 513920, LOS ANGELES, CA 90051-3920. Overnight payments are accepted Monday through Friday at 1855 Sampson Avenue, Corona, CA 92879. Payments shall be applied to the oldest outstanding assessment. All other assessments, including Special Assessments, are due and payable on the date specified by the Board in notice of the assessment.
2. **Application of Payments:** Any payments made shall be first applied to assessments owed, and only after the assessments owed are paid in full, shall such payments be applied to late charges, fees, interest, or collection costs. Payments will be applied to assessments so that the oldest assessment arrearages are retired first, unless the payment indicates that it shall be otherwise applied. A late charge may accrue if payment is not sufficient to satisfy all delinquent assessments, and the current month's assessment.
3. **Obligation to Pay:** Assessments, late charges, interest and collection costs, including attorney's fees, are the personal obligation of the owner of the property at the time the assessment or other sums are levied. (Civil Code §5650(a).)
4. **Delinquent Assessments:** Unpaid assessments are delinquent fifteen (15) days after they are due (Civil Code §5650(b)). A late charge of 10% of the delinquent assessment or \$10.00, whichever is greater, unless the declaration specifies a late charge in a smaller amount, will be charged for any assessment which is not paid in full within 15 days of the due date (**the late charge for Redlands Village Homeowners Association is \$10.00** per page 2 of this policy) (Civil Code §5650(b)(2).) Any installment of annual assessments and special assessments not received within thirty (30) days after the due date, plus all reasonable costs of collection (including attorney's fees) and late charges shall bear interest commencing **thirty (30) days** from the due date until paid at the rate of **twelve percent (12%)** per annum. (Civil Code §5650(b)(3).)
5. **Right to Submit Secondary Address:** Owners may submit a written request to the Association to use a secondary address. (Civil Code §5260(b)) Any such request must be delivered to the Association in a manner that complies with Civil Code §4035. The Association will send notices to the indicated secondary address only from and after the point that the Association receives any such request. Nothing herein shall require the Association to re-send or duplicate any notice sent to the owner prior to the date that a request for a secondary address is received.

### PROCEDURES FOR COLLECTION OF PAST DUE ASSESSMENTS

1. **15 DAYS PAST DUE:** The Association will send a notice regarding the delinquency, and demanding payment thereof, to the owner at his/her address or addresses on file with the Association. **A LATE CHARGE OF \$10.00 will be assessed to the owner's account for any assessment that is not received on or before the 15th of the month** (Civil Code §5650(b)(2).) Additionally, an owner's membership rights, including, but not limited to voting rights, or rights of use and enjoyment of the recreational common areas and common facilities may be suspended after notice and a hearing pursuant to Civil Code §5855. The Association will not deny an owner or occupant physical access to his or her separate interest by way of any such suspension of privileges. (Civil Code §4510.)
2. **30 DAYS PAST DUE:** Interest commences at the rate of **twelve (12%) percent per annum** on all regular and special assessments, late charges, and costs of collection (the "Delinquency") and will be charged to the homeowner's account and appear on their Statement. (Civil Code §5650(b)(3).)
3. **45 DAYS PAST DUE: DELINQUENT PROCESSING FEE OF \$75.00** will be assessed to the owner's account. **Notice of Intent to Record Assessment Lien** letter is mailed to the owner as required by Civil Code §5660 via certified and first

class mail to the owners of record at the address of record with the Association stating the intent to either lien the property or file a small claims action (at the Association's discretion) if payment in full is not received in fifteen (15) days. If the small claims action is taken, the letter may be titled Notice of Intent to Commence Collection Action.

4. **Opportunity to Meet and Confer and/or Request ADR:** An owner may dispute the debt noticed in the pre-lien letter by submitting to the board a written request to meet and confer with a designated director of the Association pursuant to the Association's Internal Dispute Resolution Policy established in accordance with Article 2 of Chapter 10 of the Act ("IDR") and/or a written request for alternative dispute resolution with a neutral third party pursuant to Article 3 of Chapter 10 of the Act ("ADR"). (Civil Code §5660.)

5. **60 DAYS PAST DUE:** If an owner fails to pay the amounts set forth in the pre-lien letter within fifteen (15) days of the date of that letter, the matter will be turned over to an attorney for the preparation and filing of a lien. The owner will be charged one hundred dollars (\$100.00) for preparing the matter to be sent to legal counsel.

6. **Right to Request a Payment Plan:** Owners may submit a written request to meet with the board to discuss a payment plan. If such request is mailed within fifteen (15) days of the postmark of the pre-lien notice, the board will meet with the owner, in executive session, within forty-five (45) days of the postmark of such request, unless there is no regularly-scheduled meeting of the board within that period of time, in which case the board may designate a committee of one or more directors to meet with the owner. (Civil Code §5665.) In addition to the foregoing procedure for requesting a payment plan, an owner may negotiate a payment plan with the Association's managing agent, attorney or authorized collection agent. Any payment plan must comply with any standards for payment plans adopted by the Association.

7. **Lien:** After the issuing of the Notice of Intent to Record Assessment Lien letter, the Board of Directors may decide in an open meeting of the Board to file a lien against the property. (Civil Code §5673.) A lien for the amount of any delinquent assessments, late charges, interest and/or costs of collection, including attorneys' fees may be recorded against the owner's property. (Civil Code §5675.) If a lien is recorded, a copy of the lien will be sent to every person whose name is shown as an owner of the Property in the Association's records, via certified mail, within ten (10) calendar days of recordation of the lien. (Civil Code §5675(e).) Any lien recorded by the Association will remain as an encumbrance against the property until the debt secured thereby is satisfied.

8. **Foreclosure of Lien:** If the balance due is not paid within thirty (30) days of recordation of the lien, legal action to foreclose the assessment lien and/or money judgment may commence against the owner. The Association will not seek to foreclose any lien through judicial or non-judicial foreclosure unless and until the amount of delinquent assessments secured thereby reaches one thousand eight hundred dollars \$1,800.00, or until the assessments are at least twelve (12) months delinquent. (Civil Code §5720(b)(2).) The decision to initiate foreclosure of any lien shall be made by a majority vote of the board members, in executive session. Prior to initiating foreclosure of any lien, the association shall offer to the owner of the property, and if so requested by the owner, shall participate in IDR and/or ADR pursuant to Civil Code §5705. The decision to pursue IDR or a particular type of ADR shall be the choice of the owner, except that binding arbitration shall not be available if the Association intends to pursue judicial foreclosure.

9. **Notice to Owner of Decision to Foreclose:** If the board of directors decides to initiate foreclosure of a lien, it shall provide notice of such decision to the owner pursuant to Civil Code §5705(d). Such notice will be by personal service to an owner who occupies the property or to the owner's legal representative. The board shall provide written notice to an owner of property who does not occupy the property by first-class mail, to the most current address shown on the books of the Association. In the absence of written notification by the owner to the Association, the address of the owner's property shall be treated as the owner's mailing address. (Civil Code §5705(d).)

10. **Release of Lien Upon Satisfaction of Debt:** Within 21 days of full payment to satisfy a lien, and after confirmation that such payment has cleared, the Association will record a release of lien, and provide a copy thereof to the owner. (Civil Code §5685(a).)

11. Owners have the right to inspect certain Association records pursuant to Civil Code §5205.

12. Nothing herein limits or otherwise affects the Association's rights to proceed in any lawful manner to collect any delinquent sums owed to the Association.

13. Prior to release of any lien, or suspension of any legal action, all assessments, late charges, interest, and legal fees must be paid in full to the Association.

14. The delinquent owner will be responsible for all costs of collection, including attorney's fees, incurred by the Association to collect and delinquent sums (Civil Code §5650).

15. All charges listed above herein are subject to change without notice.

## **Annual Membership Meetings Election Procedures & Guidelines**

### **Nomination of Directors:**

Nominations for the office of a member of the Board of Directors shall be made by a nominating committee consisting of a chairman, who shall be a member of the Board of Directors, and two (2) or more Members of the Association, all of whom shall be appointed by the Board prior to each annual meeting of the Members to serve from the close of such annual meeting until the close of the next annual meeting. Any member may self-nominate himself or herself for election to the board of directors. All self-nominations must be delivered to the Secretary of the Association within (5) five days prior to the annual meeting, a written statement nominating himself or herself for election to the board of directors.

### **Qualifications for Nominees of the Board of Directors:**

Every person or entity that is an Owner of a lot shall be a Member of the Association and entitled to vote and hold a seat on the Board of Directors. Members who wish to run for a seat on the Board must also be in good standing with the association. Members must be current with assessment dues and not have two or more non-compliance issues on record.

### **Appointment of Inspectors of Election:**

The Board will appoint one or three independent third parties as inspectors of election and, Inspectors of Election must be an independent third party who could be a member of the association, but may not be a member of the board or nominee for the board or related to a member of the board or related to a nominee running for the board. Inspections will be determined by the board at an open board meeting prior to the distribution of any ballot material. Third parties may include; Association's community manager, Association's CPA, and/or the Association's corporate counsel.

### **Inspector duties:**

- Determining the number of memberships entitled to vote and the voting power of each membership.
- Determining the validity, authenticity and affect of proxies, if any.
- Receiving the ballots.
- Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote.
- Count and tabulate the votes at open annual meeting.
- Determine when the polls shall close.
- Determine the results of the election.
- Performing any acts, which may be proper to conduct the election with fairness to all members.

### **Balloting**

All balloting will be performed by a secret ballot process. Ballots and instructions on how to return ballots will be mailed by the association to every member not less than thirty (30) days prior to the deadline for voting. All sealed ballots shall be kept in the custody of the inspectors of election or at a location designated by the inspectors.