

# WOODBIDGE PARK ASSOCIATION, INC.



*"A good rule is one the authorities can  
enforce without looking like a bunch of fools."*

*Woodbridge Oracle*

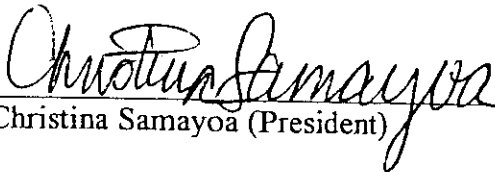
## HOMEOWNER AND TENANT RULE BOOK

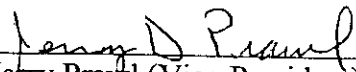
THESE RULES AS AMENDED AND REVISED SUPERCEDE ALL PREVIOUSLY  
PUBLISHED RULES OF WOODBRIDGE PARK ASSOCIATION, INC.  
EFFECTIVE NOVEMBER 1, 1993; REVISED MARCH 1, 2000.

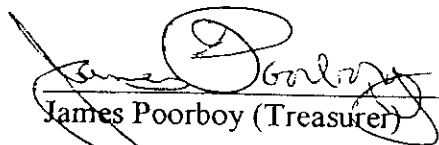
# **WOODBRIDE PARK ASSOCIATION, INC. RESOLUTION OF THE BOARD OF DIRECTORS**

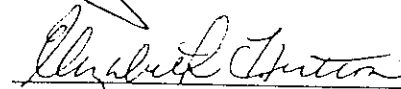
It is hereby resolved by the Board of Directors for the Woodbridge Park Association, Inc. that "Jolly Jumps" or a similar apparatus are not to be erected/used in the common areas due to safety and liability issues.

Executed this 16th day of January 16, 2001.

By:   
Christina Samayoa (President)

  
Jerry Prawl (Vice President)

  
James Poorboy (Treasurer)

  
Elizabeth Hutton (Secretary)

# TABLE OF CONTENTS

GENERAL RULES.....	1
LANDSCAPING AND GROUNDS.....	3
FAMILY DAY CARE POLICY.....	5
MAINTENANCE POLICY.....	7
ARCHITECTURAL RULES.....	11
WATER USE REGULATIONS.....	15
PETS.....	17
AUTOMOBILE REGULATIONS.....	19
RECREATIONAL VEHICLE STORAGE/PARKING.....	21
RECREATION ROOM/CLUBHOUSE.....	23
POOL AND SPA.....	25
TENNIS COURT.....	29
COLLECTION POLICY.....	31
ENFORCEMENT.....	33
COMPLAINT POLICY.....	35



# TABLE OF CONTENTS

(Continued)

FORMS .....	37
Architectural Change Request .....	A
Clubhouse/Recreation Facility Booking .....	B
Complaint Form .....	C
Commercial Vehicle Parking Permit .....	D
Landscape Change Request .....	E
Recreational Vehicle Parking Request .....	F





## GENERAL RULES

All residents, owners and tenants alike, have the right to expect quiet enjoyment of their homes. It is to that end that these general rules and policies, and those pertaining to specific areas which follow, are presented. You will find that most rules are based on the precepts of common courtesy and their purpose is readily understandable. No rule is meant to be arbitrary or to single out individuals. Each rule is written for a specific reason and may be based on our corporate governing documents, experience, previous successful rules, and in some cases, local or state law. Most people will have no difficulty following these rules.

The Association employs a professional property manager to administer the Association's business affairs, enforce rules, and carry out the policies of the Board of Directors and governing documents.

The Board of Directors reserves  
the right to amend, change, interpret  
or adopt rules and levy fines as need  
arises to ensure the safe and  
comfortable living of residents.

Throughout this document items of particular importance are highlighted and explanations are included where needed.

### GENERAL RULES

- Woodbridge Park grounds and facilities are for the exclusive use of owners, residents/tenants and their guests. All others shall be considered trespassers.
- These rules and the Declaration of Covenants, Conditions, and Restrictions (CC&R's) apply to resident owners, nonresident owners and their tenants, guests and families of owners and of tenants, and to tradespersons in the employ of owners and tenants.
- Nonresident owners shall furnish a copy of these rules and the CC&R's to their tenants.



# GENERAL RULES

## GENERAL RULES (Continued)

- Ignorance of these rules and the CC&R's does not excuse noncompliance.
- Loud noise from: radios, musical instruments, stereos, televisions, parties, disputes, auto engines or other sources which may be or become an annoyance or nuisance to any other resident is not permitted. Animal noise, such as continued barking, is not allowed.
- No signs or notices are permitted on the cluster mail boxes as they are Post Office property.

### NOTE

All mail box lock and key maintenance is the responsibility of the U.S. Postal Service. Contact the Post Office at 41 Wake Forest Avenue, Ventura, (805) 642-0151.

- No part of Woodbridge Park shall be used, directly or indirectly for any business, commercial, manufacturing, mercantile, storing or vending or other such nonresidential purpose. Exceptions are businesses which meet City of Ventura residential business licensing requirements and do not create a detriment to the community through generation of traffic, noise or nuisance. Allowed businesses must be essentially "invisible" to the community. Garage sales, yard sales, and similar activities are not permitted.
- Discharge from water softeners, washing machines or other devices shall be directed into the sewer system; not to patio/yard drains or to the ground.
- Damage to property, shrubbery, or other common areas shall be at the expense of the owner of the unit to which the damage is traceable.
- Fees or fines are levied against the unit involved. Nonresident owners are ultimately responsible for the actions of their tenants.

Complaints against other residents or management and employees must be in written form. The Board of Directors will *not* act on anonymous or secret complaints. Reasonable effort will be made to protect the identity of a complainant, however, in cases where legal action is required or expected, the accused has the right to know the person making the complaint.



# LANDSCAPING AND GROUNDS

## LANDSCAPING

Landscaping at Woodbridge Park is professionally designed and maintained and changes to the landscape must complement the whole.

### CHANGES

Improvements, additions, trimming, or removal of landscaping within the common area may take place with PRIOR written approval of the Board or its designated agent. There shall be no interference with the established drainage patterns. No vegetation, flowers, trees or plants shall be planted or allowed to grow outside the fenced patio areas, except as specifically authorized by the Board or its designated agent.

### CLIMBING PLANTS

Ivy or other climbing plant growth from interior patio (inside fenced backyard area) growing up walls, fences or onto roofs are the direct responsibility of the homeowner and damage, repairs, removal, or maintenance is the homeowner's responsibility.

### DAMAGE OR DESPOILMENT

Operation of bicycles, skateboards or other wheeled-type toys and vehicles on landscaped areas is prohibited except for maintenance and service vehicles performing bona fide work.

Littering is strictly prohibited.

Pets shall not be allowed to leave their waste on the landscaping. It is the pet owner's responsibility to prevent or clean up such waste.

### WATER

The Association cannot be responsible for sprinkler water spots on vehicles.

## GROUNDS

### APPEARANCE

Garage doors shall be kept closed when no one is in the garage and shall not be kept open for prolonged periods.

Trash enclosures shall be kept clean of trash, debris, vermin, flammables, wood or hazardous materials. Only trash and garbage which fits in the provided can is allowed.

### NOTE

THE RUBBISH SERVICE WILL NOT TAKE ANYTHING THAT IS OUTSIDE THE RECEPTACLE SUCH AS FURNITURE, APPLIANCES, GARDEN WASTE OR CONSTRUCTION MATERIALS. EXTRA PICKUPS MAY BE ARRANGED BY CALLING 647-1414.

RECYCLING IS ENCOURAGED. PLACE ONLY APPROVED RECYCLABLES IN THE BLUE RECYCLE BINS.



# LANDSCAPING AND GROUNDS

(Continued)

## GROUND (Continued)

Clotheslines or other visible laundry drying apparatus are not allowed. Clothes, towels, rugs, etc. shall not be dried in windows.

Front porch and patio light fixtures shall be kept in good working order. Interior style light fixtures are unsafe for outdoor use and are prohibited. Only fixtures designed for outdoor use (carriage type) which are neutral in style are permitted. Front porches shall be kept clean.

Basketball backboards are not allowed on the grounds.

## HAZARDOUS ACTIONS

No one shall climb on any roof for any reason other than for property maintenance.

Bicycles, motor driven vehicles, or skateboards are not permitted on sidewalks or greenbelts.





# FAMILY DAY CARE POLICY

Businesses, in the general sense, are prohibited from conduct within the property of Woodbridge Park. However, the Woodbridge Park Association, Inc. acknowledges the policy of the State of California to permit *licensed* family day care homes in all types of housing regardless of any contrary restrictions otherwise affecting the property. Accordingly, licensed family day care, is allowed subject to standards of liability and safety that protect the interests of the Association and its individual members. The following standards are *minimum* and shall be met fully by family day care providers.

- Each family day care home must be licensed as required by the California Health and Safety Code.
- Each family day care home provider must notify the Association **in writing** of his or her intent to operate a family day care home.
- Family day care homes shall not exceed the maximum number of children allowed by California law and shall adhere to the prescribed ratio of children to supervisors.
- Each family day care home shall contain a fire extinguisher and smoke detector device that meets standards established by the State Fire Marshall.
- Each family day care home shall either submit to the Association proof that they maintain in force liability insurance covering injury to clients and guests sustained on account of the negligence of the licensee or its employees in the amount of at least \$100,000 per occurrence and \$300,000 in the total annual aggregate, or a bond in the aggregate amount of \$300,000. These insurance policies or bonds shall name the WOODBRIDGE PARK ASSOCIATION, INC. as an additional named insured. Proof of insurance or bond shall be delivered to the Association annually. *The day care provider shall sign a statement agreeing to accept liability for injury to clients or guests and shall hold the Association harmless from any and all liability for personal injury occurring to such clients or guests.*

**DOLLAR AMOUNTS FOR LIABILITY INSURANCE ARE AS PRESCRIBED BY LAW BUT MAY BE INADEQUATE FOR PROPER COVERAGE.**

**OWNERS OF RENTAL PROPERTIES HAVE FULL RESPONSIBILITY FOR ACTIVITIES OF THEIR TENANTS IN DAY CARE OPERATIONS AND MUST EITHER ENSURE COMPLIANCE WITH THESE RULES AND MINIMUM INSURANCE OR BOND REQUIREMENTS BY TENANTS OR PERSONALLY ACCEPT FULL LIABILITY FOR NEGLIGENCE OR INJURY OCCURRING AS A RESULT OF FAMILY DAY CARE OPERATIONS IN THEIR UNIT.**

- The clients and guests of the family day care home provider shall at all times be subject to the CC&Rs and the Rules and Regulations of WOODBRIDGE PARK. The day care provider shall be responsible for the conduct of his or her clients or guests at all times while within the WOODBRIDGE PARK project and further shall be responsible to reimburse the Association for any property damage caused to Association property by his or her clients and guests.



# FAMILY DAY CARE POLICY

(Continued)

- Each family day care home for children shall maintain fire and property damage insurance in the amount of at least \$100,000 which shall name the Association as an additional named insured. Proof of such insurance shall be delivered to the Association annually.
- Association members who rent their WOODBRIDGE PARK property to tenants engaging in family day care assume full responsibility for compliance with this policy by their tenants.



# MAINTENANCE POLICY

Maintenance of Woodbridge Park property is shared between the Association and individual owners. The following policy is general in nature and should adequately define the division of responsibility. However, there will be instances where questions arise as to whose duty it is to perform maintenance. In these cases the Board of Directors shall make the decision.

## Definitions (Based on California Civil Code section 1351):

**Common Area** — The area owned in common by Association members as an undivided 1/198th share for each unit owned. Common areas include the landscaping, pool, spa, clubhouse, streets and sidewalks. Most exterior surfaces of buildings are common areas.

**Unit** — The elements of the condominium which are not owned in common with other owners. Generally, a condominium unit is described as the interior surface of the walls and the air space within the residence and garage. The unit includes the utility services such as plumbing, electrical, phone, television cable and gas lines from the nearest point of connection at the street.

**Exclusive Use Common Area** — A portion or portions of the common area which are for the exclusive use of one or more, but fewer than all, members. Exclusive use common areas may be separate from the unit and declared for exclusive use of the owner. These areas include the patio/yard, garage doors, unit doors and windows.

## Policy:

The difference between *maintenance* and *replacement* often causes confusion. *Replacement* of structures which have been destroyed or damaged due to fire or other calamity is most often the Association's responsibility. *Maintenance* of the structure falls to the homeowner and includes areas extending to the outer surfaces of the unit. For example, the homeowner is responsible for plumbing leaks — a maintenance item. The Association would be responsible for maintaining the roof. If a roof were damaged because an Association-owned tree fell on it, the Association would replace the roof. If the same roof caved in because the homeowner altered the unit interior and weakened the structure, then replacement would be required at the expense of the homeowner. If the roof were damaged by the homeowner's tree (planted in an exclusive use common area yard), the unit owner would be responsible.



# MAINTENANCE POLICY

(Continued)

Generally, the Association is responsible for maintenance of common areas and the homeowner is responsible for the unit and exclusive use areas. There are exceptions wherein the Association, for convenience, accepts responsibility for certain aspects of exclusive use areas. One example is street side garage door painting. To ensure that the appearance of all garage doors is coordinated, it is reasonable for the association to accept responsibility for painting. Replacement or repair of the door, however, since it is an exclusive use item is the homeowner's responsibility and painting a homeowner-installed door to match other garage doors is the unit owner's responsibility. The Association is responsible for the outside of end unit fences but not for repair of the gate hardware since it is the unit occupant who uses the gate.

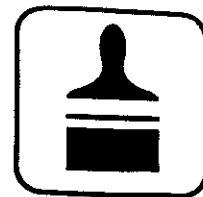
There may be instances where the Association accepts what is normally owner responsibility in the interest of fairness. Each case will be considered separately and on its own merits and shall not be considered precedent-setting.

## The Association is generally responsible for:

- Stucco repair, except when caused by the owner or owner's tenant for any reason.
- Exterior wood and wood trim on the unit as originally built (excludes owner additions).
- Roof caps, vents, jacks and flashings (exterior).
- Roofs on living units and garages (excludes owner additions).
- Driveways, walkways and private streets.
- Water drainage from common areas (excludes yards and patios).
- Exterior fences (outside surface painting and for replacement), trash enclosure fences.
- Exterior lighting in alleyways and walkways.
- Common area sewer and drain cleanout.
- Exterior and structural wood-destroying pest control (with exceptions).

## Homeowners are responsible for:

- Door hardware.
- Water heater and water heater enclosure door (including fungus damage)
- Interior fixtures, interior fences (between units), walls and gates.
- Sagging or cracked foundations (owner-added patio slabs or other structures).
- Water leaks around windows and unit and garage doors.
- Pest extermination and associated interior repairs (termites, bees, mice, ants, etc.)
- Windows and screens.
- Water or gas pipe repairs (from connection at street inward).



## MAINTENANCE POLICY

(Continued)

- Any exterior modifications made by owners altering the original unit or garage. This responsibility transfers to new owners of the property and shall be disclosed to prospective buyers.
- Rain gutters (clean-out and repair)
- Sewer and water drain cleanout in exclusive use areas.
- Light fixtures at front porch or patio.
- All interior repairs and maintenance.
- Cleanliness of trash enclosures.

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# ARCHITECTURAL RULES

Architectural rules are necessary to maintain the appearance and value of Woodbridge Park property.

## SIGNAGE

The following signs are the only allowed signs for display in residential units/garages subject to strict interpretation of these regulations. Signs must be of professional quality. Hand-drawn signs are not allowed.

### UNAUTHORIZED SIGNS ON COMMON PROPERTY WILL BE REMOVED BY THE ASSOCIATION

#### I. REAL ESTATE

##### SALE OR RENTAL SIGNS

1. One (1) sale or rent sign not larger than 18 x 24 inches may be placed inside the unit in the side or front window. Owners need not have special permission to display this sign.
2. One sign not larger than 18 x 24 inches displayed on the outside surface of the unit, such as on the garage door, per California Civil Code so long as the following conditions are met:
  - a. The owner has applied for and received permission from the Board of Directors (architectural committee) prior to posting the sign on common property.
  - b. The owner assumes full responsibility for any damage to common property resulting from mounting the sign.
  - c. The owner is responsible for notifying the real estate company involved of these restrictions.

#### II. SECURITY

##### ALARM SYSTEMS

1. Each window may display a security alarm system sticker not to exceed 50 square inches.
2. One self-standing exterior sign, not to exceed 150 square inches may be placed in the vicinity of the unit front door not further than 3 feet from the structure outer wall and not to interfere with landscape maintenance. The owner will assume responsibility for cleanliness and appearance of the sign and for any liability resulting from the sign's placement on common property.

#### III. PUBLIC SAFETY

##### NO SOLICITORS SIGN

A single "NO SOLICITORS" sign, not to exceed 20 square inches may be placed in the unit front door alcove near the door bell button.



# ARCHITECTURAL RULES

(Continued)

## SIGNAGE (Continued)

### EMERGENCY ASSISTANCE SIGNS

NEIGHBORHOOD WATCH, SAFE HOUSE, TOT FINDER, PET FINDER or HANDICAPPED sticker may be displayed as reasonably appropriate in the position most likely to assist firefighters, police, or children in danger.

### IV. GARAGE/YARD SALE SIGNS

Garage sale, yard sale or similar signs are not permitted.

#### NOTE

Garage sale, yard sale, and similar signs create a poor image for Woodbridge Park; have often been nailed to trees causing damage and possible hazards for maintenance personnel; are most often shabby in appearance; and draw traffic into areas where parking is either limited or prohibited (such as red zones [fire lanes] near garages). These types of signs have a direct effect on the perceived value of our common property and infringe on the rights of owners and tenants to peaceful enjoyment of their homes.

## ANTENNAS

~~No individual radio or television antenna shall be placed on the exterior of any unit, or any place where it can be seen by occupants of any other unit. All "lead-in" wires or other electrical wires shall be installed in such a way as to not be visible from any other unit.~~

## SCREEN DOORS/WINDOW SCREENS

Screen doors are permitted on front doors if they are:

- o installed in a professional manner
- o kept in good repair
- o dark brown, black, or neutral in color

Any screen door or window screen left in a state of disrepair may be repaired or removed by the Association and the cost recovered from the unit owner.

## WINDOW COVERINGS (DRAPERIES/BLINDS)

Window coverings visible from outside the unit shall be reasonably tasteful in style, in good repair, and neutral in color. Bed linens, aluminum foil or other makeshift materials are not acceptable window coverings. Window coverings should harmonize with the outside appearance of the building.





# ARCHITECTURAL RULES

(Continued)

## SATELLITE DISH AND ANTENNA INSTALLATION

Satellite dishes may be no larger than 39 inches in diameter. Dishes and antennas are to be installed in such a way as to create a minimum of visual intrusion from the common areas:

- a. Homeowners should notify the Association of their intent to install or notify the Association once they have installed a satellite dish or an antenna. As a part of the notification, the dimensions of the satellite dish or antenna and the location of the installation should be provided.
- b. When a satellite dish or antenna is to be installed on a pole more than 12 feet tall or where it extends beyond the roofline, prior approval by the Association is required, since these types of installations may present a safety issue for the Association or other homeowners.
- c. The installation of the satellite dish or antenna shall be completed in a good workmanlike manner to prevent the satellite dish or antenna from falling. Cables and wires may not be left "dangling". No holes may be drilled through common area walls, unless permission has been obtained, in advance, from the Association.
- d. The satellite dish may be installed only on an individual owner's separate interest.
- e. The homeowner shall make an effort in a manner which will as much as possible camouflage the installation using shrubs, landscape or screening with paint or other means.
- f. In our condominium development, the separate interest would be the exclusive use patio. The installation may be made on the fascia or the interior of the fence. Holes may not be drilled into other common area walls, nor may the satellite dish be affixed to common areas, including roofs and walls.

Once completed, the Association will review the installation to confirm compliance with these installation guidelines. Satellite dishes or antennas which do not meet these criteria (e.g., they are larger than 39 inches, or they are installed on any common area such as the roofs or exterior surfaces of a condominium building, or anywhere on the common area), continue to be prohibited, unless approved by the Association, in writing, prior to installation.

Should an installation of a satellite dish or antenna be approved by the Association upon a common area, such as roofs or common area walls, the Association will retain exclusive control over these installations. This is necessary because of the special risks attendant to an installation on, for example, a roof: e.g., the risks of personal injury, damage to the roofs, unlicensed or uninsured contractors, etc. Accordingly, no satellite dish or antenna may be installed on a roof unless the installation is done by a contractor hired by the Association, with the cost of the installation prepaid by the homeowner.

Homeowners will be responsible for reimbursing the Association for any cost which the Association may incur to repair damages to any common area, such as the roofs or exterior surfaces of residences, or damage to any other common area, caused by their installation of satellite dishes or antennas.

The dish/antenna maintenance and repair responsibility is the unit's and the unit shall provide for removing and reinstalling when the Association needs to paint or repair, or if the dish/antenna falls into disrepair.

Unsafe antennas or dishes that cannot withstand strong winds, or block exits, must be removed immediately. The safety concerns must be considered on any installation.

Adopted by the Board of Directors on 7-21-99.



# ARCHITECTURAL RULES

(Continued)

## GARAGE DOOR REPLACEMENT

Replacement of wooden garage doors with metal garage doors shall meet the following architectural specifications.

Material	Steel
Thickness	Minimum of 25 gauge for insulated or non-insulated single sided and 27 gauge for insulated double-sided doors.
Exterior Panel Style	Wood grain, raised or flush design without windows
Color	Cocoa brown

## ALTERATIONS/ADDITIONS

Alterations and additions to units and exclusive use common areas are permitted only with written authorization of the Board of Directors (architectural committee). Alterations include, but are not limited to:

- o hot tubs or spas (considerations of drainage and excessive water use)
- o decks or patios (considerations of drainage and wood-earth contact which promotes termite infestation)
- o patio covers and patio garage door covers
- o garage door replacement (street side)

Alterations must be inspected by the architectural committee. Alterations not in accordance with approved plans will be corrected or removed at owner's expense.

CONSTRUCTION SHALL NOT COMMENCE PRIOR TO  
WRITTEN CONSENT BEING OBTAINED FROM THE  
BOARD OF DIRECTORS/ARCHITECTURAL COMMITTEE.  
COSTS FOR REMOVAL AND A FINE MAY BE LEVIED  
FOR UNAUTHORIZED ARCHITECTURAL CHANGES.

## STRUCTURAL CHANGES

No alteration may be made that materially affects the structural integrity of the unit, adjoining unit(s) or condominium building or garages without plans from a California licensed architect which address changes to the structure; provide details of construction; and plan and elevation views. Work shall not be scheduled or performed without express, written approval of the Board of Directors/architectural committee. Approval may take up to 30 days to allow for study.

## WAIVER OF RESPONSIBILITY

The Association will not be responsible for the maintenance, insurance or any claim for damages arising from any alteration or addition, either before, during or after construction. The approval of an alteration and/or addition will be contingent upon the unit owner signing a waiver of responsibility in favor of the Association.

# WOODBIDGE PARK ASSOCIATION, INC.

## ARCHITECTURAL SPECIFICATIONS *Installation/Replacement of Garage Doors*

Material                      STEEL

Thickness                      25-GAUGE Minimum  
Requirement                  Single-sided doors—insulated and non-insulated  
Double-sided doors—non-insulated

27-GAUGE Minimum  
Double-sided doors—*insulated only*

**ALL garage doors should be vented for safety purposes.**

Exterior                      32-panel, wood grain—raised or flush design  
Panel Style                      (no windows permitted)

Color                          Dunn-Edwards PAINTS® Cocoa Brown

NOTE: If the garage door is not painted according to specifications within fifteen (15) days of the Installation/Replacement date, the Association may paint your garage door at a cost, which will be billed to your unit; you may also be subject to a fine as indicated in the Woodbridge Park Rule Book.

**NOTWITHSTANDING THESE REQUIREMENTS, ALL ARCHITECTURAL CHANGES MUST BE SUBMITTED IN WRITING TO THE ASSOCIATION FOR APPROVAL PRIOR TO INSTALLATION/ REPLACEMENT.**

## **WOODBIDGE PARK ASSOCIATION, INC.**

### **ARCHITECTURAL SPECIFICATIONS**

#### **Installation or replacement of windows/patio sliders**

1. Windows must be almond in color. The installation of windows in colors other than almond may require painting to match the building colors, which will be the responsibility of the unit owner.
2. Windows must have a narrow frame (less than three inches wide, such as Simonton Impressions® Narrow Frame windows).
3. Windows' opening design must match the original style.
4. Notwithstanding items 1, 2 and 3, all architectural changes must be submitted in writing to the Association for approval prior to installation/replacement.

Adopted 8/14/03

# WOODBIDGE PARK ASSOCIATION FRONT DOOR STANDARD ADOPTED JULY 27, 2010

(Clarified October 28, 2010)

**TYPE OF DOOR:** Three door designs are approved. The original door, with no panels, which is referred to as "**APPROVED DESIGN 1**", and two alternate door designs, as described below.

**MATERIAL:**

All front doors must be classified as an exterior door, and made of Wood, Fiberglass, or Steel

**PANELS:**

**APPROVED DESIGN 2:** Six (6 ) panels, rectangular, with 2 smaller panels on top.

**APPROVED DESIGN 3:** Two (2) panel arch style with minimal arch in upper rectangular panel and a smaller square panel on the bottom.

**GLASS:**

Front door must have absolutely no glass and no windows

**BOTTOM KICKPLATE:**

No bottom kickplate

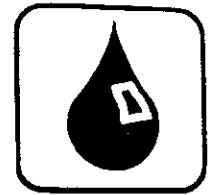
**COLOR:**

Front door must first be painted with a primer, with a final coat of Dunn Edwards paint, color "Champagne".

**PROCEDURE FOR APPROVAL**

OBTAIN AN ARCHITECTURAL MODIFICATION REQUEST FORM FROM SPECTRUM PROPERTY SERVICES. FILL IT OUT COMPLETELY AND RETURN TO SPECTRUM PROPERTY SERVICES. WAIT FOR WRITTEN APPROVAL PRIOR TO INSTALLATION. OBTAIN CITY PERMIT IF REQUIRED.

Please retain a copy of this document with the other permanent records of your unit at Woodbridge Park Condominium Association.



# WATER USE REGULATIONS

Water conservation is always a good idea. The Woodbridge Park water and sewer bill is one of our largest monthly expenses, often exceeding the cost of landscape maintenance. In normal times residents should practice water conservation through proper maintenance of plumbing, watering exclusive use patio area vegetation only as necessary, and using a hose-end shutoff nozzle when washing cars. Excessive use is a rule violation regardless of whether drought conditions exist or not. The following rules are modeled on Ventura City Ordinance No. 89-6 passed April 3, 1989 and are in support of Ventura City Ordinance No. 90-3 which became effective April 12, 1990. In case emergency water use conditions are again declared by the City of Ventura even stricter regulations may be imposed. The following regulations are effective until or unless a change is issued by the Board of Directors.

## USE LIMITATIONS

No person or unit shall use or permit the use of water in a wasteful manner for:

- turf, landscape, trees or shrubs
- automobile or other vehicle washing; positive shutoff nozzle required; limit of two (2) washes per unit per month
- operation of any spa, ornamental fountain or similar structure; water must be recycled without substantial loss or use is prohibited

No person or unit shall use or permit the use or loss of water because of:

- indiscriminate running, play purposes or any unreasonable use
- washing of patios, sidewalks, garages, walkways, driveways, alleyways, parking areas or garbage enclosures except to eliminate conditions dangerous to public health and safety.
- detectable plumbing leaks, breaks or malfunctions.

Commercial vehicles that are not registered with the Association to use outside parking, regardless of size or type, shall not be washed in Woodbridge Park. Only autos belonging to Woodbridge Park residents may be washed.

PENALTIES (For excessive or prohibited use.)

*SEE RULE ENFORCEMENT POLICY*

Continued violations: Court ordered injunction for installation of a one (1) gallon per minute flow restrictor on the violating unit with all costs to be borne by unit owner.

Violators have a right to a hearing before the Board of Directors.

The Association may install sub-metering devices to monitor unit water use. Excessive use may result in fine and assessment to reimburse the association for unreasonable use.

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## PETS

Pets are often regarded by their owners as part of the family and are treated with the greatest respect and care. Pet ownership carries a responsibility, as well, that extends beyond the animal to the community. All local city and county ordinances apply to pets of Woodbridge Park residents. To preserve the peaceful enjoyment of all residents additional rules have to be observed by pet owners.

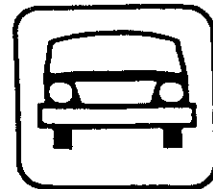
- Pets must be confined to their owner's unit or controlled by their owners at all times.
- **Dogs (including those belonging to visitors and guests) must be kept on a leash or confined to their owner's unit.**
- The owner of any animal which becomes a general nuisance is subject to fine, restrictive action, and/or special controls.
- Damage to property or shrubbery, or other common areas by animals shall be at the expense of the animal's owner.
- Owners are responsible for the prompt disposal of all their animal's waste in secured plastic bags in trash cans to prevent flies and odor or spread of disease to humans or other animals.
- Unleashed dogs, loose cats, or other animals whose owners cannot be identified are subject to being trapped and turned over to animal control authorities for disposal.
- Animals are not allowed in the pool and spa area or the clubhouse. A dog assisting a person with a disability is exempted.
- Loud or continuous barking or other animal noise is not permitted. (A California court deemed more than five minutes barking per hour as excessive.)

No animals, livestock, reptiles or poultry shall be kept in any unit except that usual and ordinary domestic dogs, cats, fish, and birds may be kept as household pets provided they are not kept, bred or raised for commercial purposes. There shall be no more than 2 animals per unit (except fish, turtles, birds and other such cage, tank, or otherwise similarly confined creatures).

*Each owner is absolutely liable for the actions of any animal personally owned or visiting.*



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# AUTOMOBILE REGULATIONS

## AUTOMOBILE PARKING

Each condominium unit has two exclusive use parking spaces in the garage. The remaining outdoor parking spaces are unassigned to be used on a first-come-first-served basis. There are two types of outdoor parking available to residents; 1) on-street parking on Johnson Drive and Ralston Street, and 2) parking spaces within the property limits of Woodbridge Park. Control of Johnson Drive and Ralston Street parking spaces is outside the authority of Woodbridge Park as they are on city property. However, these spaces are subject to City of Ventura parking ordinances and violations will be reported. The spaces on Woodbridge Park property are subject to the following rules:

**DEFINITION:** A vehicle is an automobile, truck, van, motorcycle, moped or any other gasoline, diesel, or electrically powered conveyance.

1. Vehicles shall be parked in garages or paint-designated outdoor spaces only.
2. No vehicle shall be left in an outdoor parking space:
  - o for more than five (5) days continuously, or
  - o in a nonoperative condition, or
  - o without current, valid license on display, or
  - o which presents a hazard or nuisance, or
  - o which drips any fluids, or
  - o is not "street-legal," or
  - o which prevents other vehicles from being parked in adjoining spaces by its positioning.

**ALL STREETS AND ALLEYWAYS ARE DESIGNATED FIRE  
LANES. ILLEGALLY PARKED VEHICLES ARE SUBJECT  
TO TOWING AND OWNERS MAY BE FINED.**

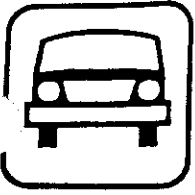
3. Firelane parking is restricted to the following conditions.
  - o 15 minute loading and unloading while **VEHICLE IS ATTENDED.**
  - o A period of not more than 90 minutes for washing while **VEHICLE IS ATTENDED.**
  - o Commercial services/delivery vehicles if necessary for performance of duties and **ONLY** during the performance of their duties. (These commercial vehicles should use designated parking spaces if positioning in firelanes is not required to carry out their legitimate function.)

## COMMERCIAL VEHICLES

**DEFINITION:** Commercial vehicles are autos, trucks or vans which bear an advertising sign or vehicles over one-ton capacity, with or without signage.

**PERMITTED COMMERCIAL VEHICLES:** Commercial vehicles (one ton capacity or smaller) which belong to tenants/residents may be parked in undesignated spaces:

- o if the vehicle is used on a regular (daily) basis, and
- o there is not more than one such vehicle per residential unit, and
- o the vehicle is registered with the Association (see FORMS).



# AUTOMOBILE REGULATIONS

(Continued)

## SPEED LIMIT

THE SPEED LIMIT ON ALL WOODBRIDGE  
PARK STREETS AND ALLEYWAYS IS  
10 MILES PER HOUR.

## VEHICLE MAINTENANCE

1. Major vehicle repair, auto repair for pay, or extraordinary maintenance shall not be carried out in Woodbridge Park.
2. Mud, dirt, or off-road vehicle debris shall not be washed off any type vehicle and left on alleyways or streets.
3. Washing of vehicles shall be limited to those authorized to park in Woodbridge Park. This rule is meant to specifically prohibit washing commercial vehicles not properly registered for parking or vehicles not belonging to residents or tenants.
4. Washing of vehicles is subject to water conservation requirements and may be prohibited during drought conditions.
5. Minor vehicle repair or maintenance is allowed inside garages. Repair or maintenance in fire lanes, in front of garages, or in undesignated outside parking spaces is prohibited.

## RULE ENFORCEMENT

1. Parking rules will be enforced by towing at vehicle owner's expense in accordance with California Civil Code. Fines may be levied in addition.
2. Other rules will be enforced through fines.



## RECREATIONAL VEHICLE STORAGE/PARKING

The recreational vehicle storage lot is available to current residents, whether owner or tenant. Because the purpose of the lot is to provide parking spaces to ease pressure on Woodbridge Park garage and outdoor parking spaces, *nonresident owners are not eligible to use the RV parking lot.*

Recreational vehicles are campers, motor homes, boats and travel trailers or trailers used to transport recreational vehicles, **not** automobiles, pickup trucks, box trailers, or commercial vehicles belonging to residents. Woodbridge Park has a limited number of spaces available for residents on a first-come basis. The RV parking lot is available to residents for a yearly fee, paid in advance.

### LOCATION

The recreational vehicle lot is located in the northeast corner of Woodbridge Park property off Towhee Court.

### USE RESTRICTIONS

- The RV lot is for the exclusive use of *current* Woodbridge Park resident homeowners or the tenants of nonresident homeowners.
- Vehicles requiring licensing or registration by the State must display *current* registration while stored in the RV lot. Those not complying may be towed on owners fined.
- Registration for the vehicle must be in the name of the eligible party holding or requesting a space. Registration is subject to annual verification.
- All stored vehicles shall be neat, clean, fire-safe, in good repair and functional.
- The RV lot is for storage of regular use recreation vehicles. Long-term (more than six months between uses) storage is not authorized. Owners shall obtain long term storage at a commercial storage facility or elsewhere away from Woodbridge Park property.
- A space left vacant for longer than sixty (60) consecutive days will be reassigned unless prior arrangement for a longer absence has been made with management.
- Persons holding more than one space may be asked to surrender a space if others are waiting.

### SPACE ASSIGNMENT

- Vehicles meeting acceptance criteria will be assigned a numbered space and given a coded identification number. The vehicle must be parked in its assigned space only.
- Spaces will be assigned on a first-come, first served basis.
- A waiting list will be established when all spaces are filled.
- Space assignment is granted privilege and not a right. The assignment may be revoked at any time for rule violations whether the violation is directly associated with the RV lot rules or other Association rules.

04/06



## RECREATIONAL VEHICLE STORAGE/PARKING (continued)

### LIABILITY LIMITATION

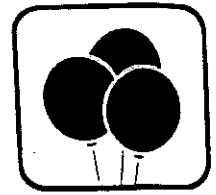
The Woodbridge Park Association, its agents, Manager, Board of Directors and assignees shall be held harmless for any liability, theft, fire, vandalism, damage or casualty to others and is not to be held responsible for any stored item or any vehicle visiting or parked on Woodbridge Park grounds.

USE OF THE RV LOT IS AT RISK OF THE USER.  
**NO SPECIAL SECURITY**  
WILL BE PROVIDED BY WOODBRIDGE PARK ASSOCIATION.

### *RECREATIONAL VEHICLE LIABILITY INSURANCE*

*The Homeowner's Association Board is proposing to adopt a new policy concerning all units parked in the recreational vehicle lot. The policy requires all owners with units parked in the recreational vehicle lot to provide proof of liability insurance on an annual basis to the Homeowner's Association Board.*

*(adopted 04/27/06)*



# RECREATION ROOM/CLUBHOUSE

The recreation room/clubhouse is meant to be the community focal point, a place where Woodbridge Park owners and tenants can entertain guests, hold important family and social functions, and participate in community activities. The clubhouse serves as a meeting room for the Board of Directors, the Architectural Committee, Neighborhood Watch and such other official groups and functions as may be sanctioned by the CC&Rs, bylaws, or Board of Directors. Day to day maintenance, management and scheduling of clubhouse use is under control of the property manager as directed by the Board. For unofficial use of the clubhouse a nonrefundable fee is required at time of scheduling. The fee will be used to defer utility and inspection costs.

## RESPONSIBILITIES

### • ASSOCIATION

- The WOODBRIDGE PARK ASSOCIATION, INC. is not responsible for loss or damage of personal property of members, tenants or guests.
- The Association is not responsible for the actions of an intoxicated person.

### • HOMEOWNER/ASSOCIATION MEMBER

- The homeowner, from whose membership in the Association the right to use the clubhouse arises, is fully and completely responsible for actions of his tenants as regards clubhouse use. This responsibility extends to damages, rules infractions and any resulting fines resulting from his tenant's use of the clubhouse. Therefore, the owner may approve or deny clubhouse use by his tenant and his/her signature (or that of an authorized agent) must appear on the reservation request for a tenant's use of the clubhouse.

### • HOST (HOMEOWNER OR TENANT)

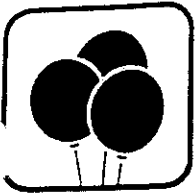
- Parking Regulations. Applies to violations by guests and others such as catering services.
- All other Association rules apply, especially those regarding peaceful enjoyment by others :
  - Loud music, unruliness, boisterous behavior, foul language,
  - Pool and spa overcrowding.
- General supervision of activities and *full time attendance during clubhouse use.*

## ALCOHOL USE/SMOKING

- Underage Drinking. No one under the legal age for consumption of alcoholic beverages shall be served or allowed to loiter or consume alcoholic beverages and will be properly chaperoned at functions where alcoholic beverages are served.
- Intoxicated Persons. No alcohol shall be served to intoxicated persons and the host shall remove such intoxicated persons from the premises.
- **Smoking is not permitted in the confines of the clubhouse.**

## KITCHEN

- The kitchen must be left clean and all trash or garbage properly disposed of in outside barrels.



# RECREATION ROOM/CLUBHOUSE

(Continued)

## SECURITY AND SAFETY

- Security Personnel. The host is responsible for providing security personnel if required.
- Physical Security. The host is responsible for the security of the clubhouse and its contents.
- Building Security. Upon completion of use the host shall ensure the clubhouse is properly secured and padlocked at all entrances and that restroom doors which allow access of pool and spa users to the clubhouse interior are secured from the clubhouse side to prevent unauthorized intrusion.
- Kitchen. The range and ovens shall be checked to ensure they are OFF.
- When the clubhouse is in use all exit doors shall be unlocked, padlocks removed or locked to chains on doors. Doors shall not be blocked and shall permit free access for emergency exit.
- Maximum occupancy for safety is 35 persons.

## UNAUTHORIZED USES

- No admission charges may be made.
- The clubhouse may not be used for commercial business. This includes such activities as housewares or cosmetics "parties" and the like.
- There may be no public advertising of functions at the clubhouse.

## DEPOSITS/CHARGES/FINES

- Deposit. \$50 at time reservation request is submitted (refundable if clubhouse is left clean).
- User Fee. \$35 at time reservation request is submitted (nonrefundable).
- Cleaning Charge. The clubhouse will be inspected by management before use by another party. Cleanup by the host is to be completed before 9:00 AM the day following use. Host will provide his or her own cleaning equipment and supplies. If additional cleaning is required by the Association, a minimum fee of \$25 will be deducted from the deposit.
- Damage/Replacement/Repair Charges. The payment of the deposit does not relieve the host from responsibility for damage requiring repair or replacement of furnishings or repair to the clubhouse itself. The Association Manager may assess actual costs of repair or replacement.
- Fines. The Board of Directors may assess fines, forfeiture of deposit and limitation of future use of the clubhouse for infractions.

IN THE CASE OF TENANT USER INFRACTIONS  
ANY CHARGES OR FINES WILL BE ASSESSED  
AGAINST THE UNIT OWNER.

## HOURS

- The clubhouse must be vacated by 10:00 PM Sunday through Thursday and midnight Friday, Saturday and holiday eves.
- The key must be returned by 9:00 AM the morning following use. Deposit key in the clubhouse mail slot after proper lockup. If the key is not returned by 9:00 AM a \$25 charge will be assessed for each additional 24 hour period.



## POOL AND SPA

The Woodbridge Park pool and spa are pleasant amenities adding to the enjoyment of life for residents. There is inherent danger associated with pools and water jet spas requiring close conformance to health and safety rules and use restrictions to avoid accidents. During high use periods a pool supervisor is often assigned to oversee the safe use of the facilities. The pool supervisor is an agent of the Board of Directors and Manager and is given full authority to control pool and spa use.

### RESTRICTIONS

- **Authorized Users Only.** Authorized users of the pool are owners and tenants, their families and accompanied guests. Guests on extended stay at Woodbridge Park are considered a member of the unit and may use the facilities unaccompanied. A maximum of 6 guests per day, per unit, is allowed. Either the owner or the tenant of a rental property is an authorized user. Both may not be simultaneous users.
- **Minimum Age.** No person under the age of 14 is allowed in the pool and spa area without a resident adult, 18 years or older, in alert supervision. Responsibility for adequate supervision of children (unit residents or guests) by another is by mutual agreement of the parties. There is no assumption of responsibility by others or the Association.
- **Use of Spa By Children and Others.** Children, under age 14, and persons with poor health may be susceptible to adverse health effects as a result of immersion in heated water. The Association recommends against children or persons in poor health using the spa but this use is not prohibited. Parents accept responsibility for the health of their children.

*The spa is a place for quiet relaxation. Boisterous or disruptive behavior by children or adults is unacceptable.*

- **Keys.** One key per unit is allowed and is required for entry into the pool area. An authorized user of the pool and spa (at least one Person in a unit's group) must be in possession of the key while in the pool area. Replacement keys are \$35 if broken (parts presented) or \$75 if lost. **Pool keys are a form of identification and pool/spa users may be asked to show their key.**
- **Pool and Spa Hours:** 9:00 AM to 9:00 PM  
Hours other than those stated must be specifically approved by the Board of Directors.

**AUTHORIZED USERS IN THE POOL AND  
SPA OUTSIDE NORMAL HOURS MAY BE FINED.  
UNAUTHORIZED USERS ARE SUBJECT TO  
ARREST FOR TRESPASSING.**

### RULES

No person shall:

- Threaten the safety or abuse the rights of any other authorized pool/spa user.
- Misuse, abuse or remove pool furniture, lifesaving hooks, life preservers or other equipment.
- Bring glassware into the pool or spa area. Only unbreakable containers are permitted.

**BROKEN GLASS WILL NECESSITATE  
CLOSURE OF THE POOL AND SPA UNTIL  
CLEANUP CAN BE ACCOMPLISHED**





## POOL AND SPA

(Continued)

### RULES (Continued)

No person shall:

- Change clothing poolside or display public nudity in spa or pool (includes children).
  - Litter the pool area with trash of any kind. Smokers will contain and remove butts and ashes.
  - Bring pets of any kind into the pool or spa area, except aid dogs for the sight or hearing or physically impaired.
  - Bring bicycles, roller skates, roller blades, skate boards or other "non-swim" toys or surf mats, surfboards, styrofoam floats or other large objects of this nature into the pool and spa area. Paddle boards for *supervised* swim training are allowed.
  - Enter the pool and spa area by climbing over fences or gates. **THIS IS TRESPASSING.**
  - Engage in immoral, lewd or indecent conduct or use foul language.
  - Bring electric radios or televisions into the pool area. The exception is small, battery operated radios or tape players with personal head phones.
  - Engage in activity considered a nuisance or generating complaints from nearby residents or other pool and spa users. This includes loud noises, disturbances or games such as Marco Polo. **RESPECT OTHERS' RIGHT TO QUIET ENJOYMENT OF THE POOL AND SPA.**
- T-shirts and hemmed cut-offs are allowed but discouraged.**  
**Lint and threads from unhemmed and non-swim clothing accumulates in filters and may cause pump damage.**  
**Soap residue from non-swim clothing may upset pool chemistry.**

### HEALTH

- Infants, children and persons subject to involuntary elimination are not permitted in the pool or spa unless wearing apparel with snug-fitting leg openings to prevent water contamination.
- Persons with skin disorders, colds, coughs or communicable diseases are requested to refrain from pool and spa use due to the obvious risk of health problems.
- Spitting is prohibited.

### VENTURA COUNTY HEALTH DIVISION POOL RULES

The Ventura County Environmental Health Division has developed new procedures and requirements for swimming pools with regard to fecal accidents to minimize the risk of disease transmission to bathers.

1. **WARNING! WARNING!** - Infants in cloth or disposable diapers are required to wear rubber pants over the diapers.
2. Pool users should use the restroom before entering the pool and wash their hands before entering the pool.
3. Pool users should shower before entering the pool.
4. Pool users should not use the pool if they are suffering from a gastrointestinal illness or have had diarrhea in the past 2 weeks.
5. Changing of diapers is not allowed at poolside or the rinsing of infants in the pool water is not allowed.

In the event of a fecal accident in the swimming pool, the pool will be immediately closed as per Health Division.



# POOL AND SPA

(Continued)

## SAFETY

Many of the foregoing rules have a bearing on safety. There are a few additional specific safety rules.

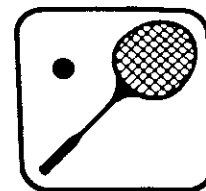
AN AUTOMATIC-DIALING 911 TELEPHONE  
IS INSTALLED IN THE POOL AREA FOR EMERGENCY USE.

- Municipal ordinance and common sense as well as Woodbridge Park policy require that pool and spa area gates remain *closed and locked* except when effecting authorized entry to, or departure from, the area. The safety of small children depends on these gates being locked.
- No running, pushing, dunking or horse-play.
- Throwing of balls is prohibited when doing so threatens the safety of others.
- Avoid swimming alone. Swimming alone is not prohibited but is discouraged.

## ENFORCEMENT

Rule violation may result in fine and/or denial of pool and spa privileges and confiscation of your pool key. Trespassers are subject to police arrest.

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# TENNIS COURT

The tennis court is to be used for tennis play only. The special surface of the court is both susceptible to damage and expensive to replace. This is *not* a place for children to play and children will be asked to leave unless they are engaged in tennis play and have a supervising adult.

## USE RESTRICTIONS

The tennis court shall not be used:

- as a childrens' playground
- by persons under age 14 unless accompanied by an adult age 18 or over
- for more than one hour at a time if other players are waiting
- by persons wearing black-soled shoes or shoes which may do damage to the surface
- for any purpose other than tennis.

Bicycles, skateboards, roller skates, roller blades, big wheels or other wheeled toys and pets are not allowed.

Food, beverages (except water in a nonbreakable container), or glass containers are not allowed.

Sitting on, or otherwise abusing, the net is prohibited.

## HOURS

The tennis court is open for play at 9:00 AM and closed one-half hour after sunset.

## ACCESS

The court gates are to remain closed and locked at all times to prevent unauthorized entry.

## ETIQUETTE

- Do not enter the court when the ball is in play.
- Keep noise to a minimum when the ball is in play; avoid distracting players.
- Give up court when your allotted time has expired.
- Take care of the facilities and educate the uninformed about the rules.

**REPAIR OF THE TENNIS COURT  
IS COSTLY. THE EXPENSE MUST BE BORNE  
BY ALL HOMEOWNERS WHETHER THEY  
ARE TENNIS PLAYERS OR NOT.  
IT IS IN EVERYBODY'S INTEREST TO  
PREVENT DAMAGE TO THE COURT.**

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## WOODBIDGE PARK ASSOCIATION, INC

### COLLECTION POLICY

The effective and prompt collection of assessments is critical to the running of our Association. Only through the collection of these assessments can we maintain and, hopefully, increase the value of our property. The policies and practices of WOODBRIDGE PARK ASSOCIATION, INC ("Association") with regard to the collection of delinquent assessments are as follows.

1. In the event any assessment due on the first (1st) day of a month is not received by the fifteenth (15th) day of the month, it will be deemed delinquent and the owner will be required to pay to the Association a late charge in an amount equal to \$10.00 or ten percent (10%) of the delinquent assessment, whichever is greater. In addition, if an assessment is not paid within thirty (30) days from the date it is originally due, interest at the rate of twelve percent (12%) per annum may be added to the owner's account.
2. If payment is not then received within forty-five (45) days after the original due date, the matter may be forwarded to the Association's attorney, trustee or authorized agent for handling. Upon receipt of the matter by the Association's attorney, trustee or authorized agent, a late notice will be sent by certified mail demanding immediate payment and stating that the Association intends to record a Notice of Assessment (lien) if the payment is not received within thirty (30) days from the date of the letter.
3. If payment is not received within thirty (30) days from the date of such letter, a lien may be recorded with the Ventura County Recorder's Office. Within ten (10) days after the lien is recorded, the lien will be sent to the owner by certified mail along with a letter stating that if the full payment is not made to the Association within thirty (30) days from the date the letter was sent the lien may be enforced in any manner permitted by law, including, without limitation, judicial or non-judicial foreclosure.
4. The case will be dismissed, or the foreclosure action will be terminated, and the lien released only upon payment of all delinquent maintenance assessments, special assessments, late charges, lien fees, attorney's fees, attorney's costs and any other charges against the property.

Adopted 01/23/03  
Revised Per 01/01/06 Civil Code

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# WOODBIDGE PARK ASSOCIATION, INC.

## Rule Enforcement Policy

1. The monetary penalty schedule for infractions of the CC&Rs and or rules is as follows:
  - a) 1<sup>st</sup> offense \$ 50.00 or warning letter
  - b) 2<sup>nd</sup> offense \$ 75.00
  - c) 3<sup>rd</sup> offense \$100.00
  - d) 4<sup>th</sup> offense \$150.00
  - e) Unit owner will continue to be assessed \$150.00 per violation after the 4<sup>th</sup> offense until rule violations of the same nature cease for a period of not less than one year from the most recent violation.
  - f) Continuing violations are subject to monthly monetary penalties as per above schedule.
2. For any infractions that result in property damage or despoilment, the unit owner shall be assessed all costs of repairs or replacement as a special assessment and incur the above noted fines.
3. Pool rule violations may result in the above fines and/or suspension of pool privileges.
4. Architectural Modifications:  
Failure to submit forms and receive prior approval of said modifications will result in the following fines:
  - a) 1<sup>st</sup> offense \$100.00/monthly until corrected
  - b) 2<sup>nd</sup> offense \$150.00/monthly until corrected
5. Termite Inspection:  
The Association has an annual termite inspection. This is a **mandatory** inspection and is a required maintenance covenant under the Association's CC&Rs which follow California Civil Code Section 1364. Failure of a unit to be accessible during the scheduled project-wide termite inspection may result in the unit being assessed an administrative fee of \$100. All subsequent failures to have required inspections will in addition subject the unit owner to the above noted monetary penalties.
6. Fireworks:  
It is illegal in the City of Ventura to ignite fireworks. The Association has a zero tolerance concerning the ignition of fireworks on the Woodbridge property and surrounding streets.
  - a) Any resident, or guest of a resident, seen lighting fireworks shall be reported to the police; and a formal complaint will be filed with the City of Ventura, which may result in a City fine of \$250.00 to \$1000.00. Please note that unit owners are responsible for the behavior of their tenants and their tenants' guests.
  - b) The Association will fine the unit owner \$100.00 for the first offense; thereafter, the fine will be increased by \$100.00 for each violation. For example: 1<sup>st</sup> offense - \$100.00, 2<sup>nd</sup> offense - \$200.00, 3<sup>rd</sup> offense - \$300.00, etc.
7. For any safety, health or welfare issues, the Board has the discretion to impose the same fines as noted for firework infractions.



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# COMPLAINT POLICY

From time to time residents may have complaints concerning actions by the Board of Directors, management company, services or vendors used by the Association, or against another resident. The purpose of this section is to provide guidance that will lead to the most expeditious correction of a problem or explanation of rights under the governing documents.

First, assess the level of action required. How serious is the problem? Who should get involved? If your neighbor's tree is intruding on your back yard, for example, the first action would be to ask your neighbor to trim it. If he or she should refuse your request, then a complaint form should be filled out and mailed to the Association manager. If the manager cannot resolve the problem with an informal request, a notice of violation will be sent. From there, the Board of Directors may impose fines, charges or take other actions.

Persons who violate rules or other's rights may not be aware that they are doing so and ought to be given the opportunity to correct the problem before more formal action is taken. Of course, the nature of certain infractions does not allow for grace to be given. Autos parked in fire lanes or blocking access to a garage are immediate safety hazards and may be towed *without* warning. Some matters are more appropriately handled by police, fire or other authorities.

Situations which present an immediate hazard to property or human safety require immediate action. Large irrigation leaks should be reported immediately to the management *emergency* number. Annoyances or notices of possible problems should be called in to the management *business* line. Complaints should be *written* using the proper form or a letter which details the problem sufficiently so that action may be taken on the basis of fact and with minimal investigation.

Photographs and records of times and dates and violations are valuable and will give credibility to your complaint. The Board of Directors will not knowingly abet a malicious or frivolous complaint and may take action against the complaining party if there is a determination that there is no foundation to the complaint or that it is simply a personality conflict. The Association will resist being drawn into personal arguments between residents that are not grounded in rule violations.

Residents may address the Board of Directors at a regular monthly meeting during the open forum portion of the meeting. Since time is limited, any appearance before the board should be preceded by a detailed written account of the complaint or case against fines or charges that have been levied. The directors should have an opportunity to become familiar with the situation before having to make a decision.



# FORMS

Single copies of several commonly used forms essential to doing business with Association management or the Board of Directors follow this page. You may make copies as needed or use the enclosed form and request replacement forms to keep your rule book up-to-date. As need arises, other forms may be added.

## FORMS

- A Architectural Change Request
- B Clubhouse/Recreational Facility Booking
- C Complaint Form
- D Commercial Vehicle Parking Permit
- E Landscape Change Request
- F Recreational Vehicle Parking Request

**WOODBIDGE PARK ASSOCIATION**  
**APPLICATION FOR ARCHITECTURAL MODIFICATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ ( ) \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ ( ) \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MODIFICATION FOR THE PURPOSE OF: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ANTICIPATED STARTING DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_  
(FOR BOARD TO INSPECT)

ADJACENT NEIGHBOR ADVISEMENT:

NAME	ADDRESS	SIGNATURE		NO OBJECTION	OBJECTION (circle one)
_____	_____	_____			

NAME	ADDRESS	SIGNATURE		NO OBJECTION	OBJECTION (circle one)
_____	_____	_____			

*Neighbor objections do not mean request will be automatically denied. However, the Architectural Control Committee may contact neighbors to determine their objections and their appropriateness.*

**TWO (2) COPIES OF THE FOLLOWING INFORMATION SHOULD BE ATTACHED:**

1. Description of improvement (include dimensions, materials to be used, color, etc).
2. Location of improvement and residence on plot plan with dimension to fence line. Identify existing improvement.
3. Elevations of proposed improvement relating to existing dwelling.

*Application may be returned if any of the above information is missing or incomplete or is the request is unclear.*

**PLEASE MAIL COMPLETED REQUEST**

**SPECTRUM PROPERTY SERVICES  
P.O. BOX 5286  
VENTURA, CA. 93005**

This approval shall be limited to the items specifically set forth herein and is hereby granted upon the following terms and conditions. The violations thereof or non-compliance therewith will be grounds for the rescinding and revocation of the approval hereby granted.

1. Any and all proposed modifications, installations or construction, interior or exterior, must not alter existing construction design or the function thereof.
2. Any work done in an owner's home or on the common property shall be subject to all existing State, City, County, and Association laws, ordinances and regulations and subject to all Association guidelines, covenants, conditions and restrictions, resolutions, rules and regulations.
3. If the proposed modifications are to be done by anyone other than the owner, the party doing the work must be a licensed contractor and must submit proof to the Association that the contractor has comprehensive general liability insurance, workers' compensation and the proper liability limits as designated by the Association.
4. All work will be subject to inspection by the Association. The owner, together with the contractor, will be held responsible for any deviations of the above and will be required to make any necessary corrections at the owner's expense. Approval by the Association shall not be deemed to be approval of the quality of work or of the work to be performed for the purpose of creating any potential liability to the Association derived from the quality, method or manner in which the work is done or for the proposed materials to be installed. The Association makes no representations by any approval or otherwise than the proposed modifications are fit for the intended purposes or that they will in fact serve to properly perform their intended purpose.
5. By execution and acceptance of this Application, and the terms and conditions hereof, the owner acknowledges that he has been advised that the above installation, when completed, forming part of the common elements, will not be subject of any insurance coverage by the Association.
6. Owner hereby acknowledges that the responsibility to repair and maintain the above installation is the responsibility of the present and future owner. If the unit is sold, it is the present owner's responsibility to provide a copy of this Agreement to the buyer. The buyer must provide the Association with a signed copy of said Agreement prior to the close of escrow.
7. Owner, by the execution and acceptance of this Permit has remised, released, and forever discharged, and by these presents does remise, release, and forever discharge the said Association from all obligations, controversies, suits, actions, causes of actions, trespasses, variances, damages, claims or demands, in law or in equity, which against the said Association the resident ever had, now has or hereafter can, shall, or may have, for, upon or by reason of any damage to the above installation occurring in any manner whatsoever.

If the Board approves this request, I (we) accept this approval upon the terms and conditions set forth which have been fully read by me (us).

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ARCHITECTURAL COMMITTEE/BOARD OF DIRECTORS DECISION**

DATE: \_\_\_\_\_ ☐ APPROVED ☐ CONDITIONAL APPROVAL ☐ DENIED

CONDITIONS INCLUDING REASONS FOR APPROVAL OR DISAPPROVAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee Chair/ Board of Director: \_\_\_\_\_ Title: \_\_\_\_\_

☐ FINAL APPROVAL OF COMPLETION (After installation) ☐ DENIED

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_  
(OFFICE USE)

**Woodbridge Park Homeowners Association, Inc.**

**CLUBHOUSE/RECREATIONAL FACILITY REQUEST**

NAME(S) OF HOST(S)/RESIDENT(S): \_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER'S NAME, ADDRESS, AND PHONE NUMBERS(S):  
(IF NOT PERSON MAKING REQUEST)  
\_\_\_\_\_

RESIDENT/PROPERTY ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

REQUESTED DATE OF RENTAL: \_\_\_\_\_

I request exclusive use of the Woodbridge Park Clubhouse (does not include pool use) on the above listed date from \_\_\_\_\_:\_\_\_\_\_(am/pm) to\_\_\_\_:\_\_\_\_\_(no later than 10:00PM ) to host a (type of function, such a meeting or wedding reception \_\_\_\_\_) subject to rules contained in the WOODBRIDGE PARK ASSOCIATION, INC. HOMEOWNER AND TENANT RULE BOOK. The clubhouse's maximum capacity is 30 people. Alcoholic beverages will/will not (please circle one) be served. Entertainment of the following type will be provided (recorded music, live band, etc. or none) \_\_\_\_\_.

**I am enclosing two (2) separate checks, payable to: WOODBRIDGE PARK HOMEOWNERS ASSOCIATION, INC.** One check in the amount of thirty-five dollars (\$35.00), is a non-refundable fee to defer utility and inspection cost. The other check is the amount of one -hundred dollars (\$100.00), is a deposit, which will be refunded to me if I leave the clubhouse in good repair and in the same condition of cleanliness in which I found it **(if I wish to have my deposit returned by mail, I must enclose a self-addressed stamped envelope with this request .** The clubhouse key will be mailed or pick up at Spectrum (please check one), prior to the rental date. If I notice cleanliness or repair discrepancies upon my acceptance of the clubhouse, I will immediately call you at (805) 642-6160 to report such discrepancies. I understand that I (or owner of my unit) will be fully responsible for repairs or cleaning required as a result of my use of the clubhouse. I will also pay bona fide cleaning or repair charges in excess of my \$100.00 deposit.

The key must be returned either to Spectrum Property Services or by mailed no later than 3 days after rental. If key is not returned in a timely matter, I will pay a \$15.00 service charge to cover replacement of key.

I have read, understand, and agree to abide by the clubhouse use rules as stated in my Rules & Regulations booklet, and by any revisions and/or additions to such rules, including the conditions contained herein.

Resident/Host Signature \_\_\_\_\_ Date: \_\_\_\_\_

**HOMEOWNER STATEMENT IN CASE OF TENANT'S REQUEST: I, \_\_\_\_\_**

\_\_\_\_\_ (property address), hereby certify that the person making this request is my tenant, who occupies my unit. I understand and agree that as the homeowner and Association member, I am subject to compliance with the specified rules in this request and the consequences of any violations thereof committed by my tenant and/or my tenant's guests.

Homeowner \_\_\_\_\_ Date \_\_\_\_\_

**\*\*Non-resident owners, who have, by the rental of their units, delegated their right to use the common area to their tenants, are not permitted to use the Clubhouse.**

Please contact Management at (805) 642-6160 least two weeks prior to the date of your request to check on availability. Clubhouse reservations are recorded only upon receipt of this completed form and required fees.
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**WOODBIDGE PARK ASSOCIATION, INC.**

# COMPLAINT FORM

From: \_\_\_\_\_ (Name) Unit # \_\_\_\_\_

\_\_\_\_\_ (Address)

Phone # \_\_\_\_\_

Board of Directors:

I wish to record this complaint against or report a violation by (fill in as applicable or known):

Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Address: \_\_\_\_\_ Phone # \_\_\_\_\_

I have/have not (circle one) spoken to this person concerning this complaint. (If so, I am attaching a brief summary of the outcome).

COMPLAINT: Provide SPECIFIC allegations and evidence, if available (dates, times, names, infractions of rules: attach photographs, statements of witnesses, etc.). If automobile is involved:

License \_\_\_\_\_ Make/Model \_\_\_\_\_ Color \_\_\_\_\_

(attach additional sheets as required)

I understand that the Association will not knowingly abet a malicious or frivolous complaint and may take action against the complaining party if there is a determination that there is no foundation to the complaint or that it is the result of a personal conflict. The Association will resist being drawn into personal arguments between residents that are not grounded in rule violations. I understand that reasonable effort will be made to keep my name confidential, however, in the case this complaint results in legal action, my name may possibly be disclosed as a matter of law.

I attest that to the best of my knowledge, my statements and all materials attached to this report are true and accurate.

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



# WOODBIDGE PARK ASSOCIATION, INC.

## COMMERCIAL VEHICLE PARKING PERMIT

From: \_\_\_\_\_ (Person making request) Unit # \_\_\_\_\_

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

Phone # \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address of off site Owner: \_\_\_\_\_

Phone# \_\_\_\_\_

Board of Directors:

I request permission to park my commercial vehicle (maximum of one) in undesignated parking within the confines of Woodbridge Park Association property. I understand and agree to the conditions of this permission as contained in the AUTOMOBILE REGULATIONS section of the WOODBRIDGE PARK ASSOCIATION, INC. HOMEOWNER AND TENANT RULE BOOK.

My vehicle is rated by the manufacturer at one ton capacity or smaller. I am a current resident of Woodbridge Park and I understand that this permission is automatically revoked when I move away from Woodbridge Park.

I agree to display an identifying sticker, as may be required by the Association, on my vehicle and to notify the Association when I move away from Woodbridge Park. I understand that commercial vehicles, as defined in the rules, may be towed if not under current, active permit.

### VEHICLE INFORMATION:

Type (pickup, van etc): \_\_\_\_\_ License# \_\_\_\_\_

VIN# \_\_\_\_\_ Type of business \_\_\_\_\_

Signage vehicle carries: \_\_\_\_\_

Signature: \_\_\_\_\_ (Person making request) Date: \_\_\_\_\_

### UNIT OWNER STATEMENT IN CASE OF TENANT'S REQUEST:

I, \_\_\_\_\_, as unit owner of unit# \_\_\_\_\_, hereby certify that the person making this request is my tenant who occupies my unit. I understand and agree that as the unit owner and Association member, I am subject to compliance with the specified rules in this request and the consequences of any violations thereof by my tenant.

Signature of Unit Owner \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE: Date Permit Issued: \_\_\_\_\_  
Date Terminated: \_\_\_\_\_

Permit # \_\_\_\_\_

# WOODBIDGE PARK ASSOCIATION, INC.

## LANDSCAPE CHANGE REQUEST

**NOTE: REQUEST CANNOT BE ACCEPTED FROM TENANTS.  
OWNER MUST SUBMIT THIS REQUEST.**

Property Owner: \_\_\_\_\_

Unit # \_\_\_\_\_

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

Phone # \_\_\_\_\_

Address of off site Owner: \_\_\_\_\_

Phone# \_\_\_\_\_

Board of Directors:

I am/we are requesting your approval for a change to common area landscaping in the immediate proximity of my/our unit as described below and in attachments as may be required.

I/we hereby acknowledge that I/we will maintain the proposed modification in a condition which is in accordance with this proposal and to the satisfaction of Woodbridge Park Association, Inc. I/we will also reimburse the Association for all expenses it incurs as a result of this proposed modification. I/we further will provide any future owner of this unit a copy of this (approved) request and make full disclosure of liabilities or responsibilities that pass to the new owner.

I/we certify that I am/we are the legal owner(s) of the above property and that any statements or representations contained herein or within the details of the proposed modification are true; **that no work will be started prior to receipt of approval**; that I/we will notify the Association upon completion of work for inspection.

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

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

**PROPOSED MODIFCIATION:** Provide a brief description of your plan. Include colors or color change. Attach clearly drawn sketches, specifications, plant types, color samples or other materials which will fully illustrate the modification. An unclear or incomplete presentation will delay approval.

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

### OFFICE USE:

Approved: \_\_\_\_\_ Approved Subject to Specific Changes \_\_\_\_\_ See attached

Disapprove: \_\_\_\_\_ See attached reason

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

Signature (Board): \_\_\_\_\_

## WOODBIDGE PARK ASSOCIATION, INC.

### RECREATIONAL VEHICLE PARKING REQUEST

NAME(S) ON RV REGISTRATION/ RESIDENT(S) **: _____		APPLICATION DATE: _____	RV LOT SPACE #: _____ (OFFICE USE)	
PROPERTY ADDRESS: _____		TYPE OF RV: _____ (MOTOR HOME, TRAILER, BOAT, ETC.)		
		VIN # OR CF (IF BOAT) #: _____	LICENSE #: _____	EXP. _____
		MAKE: _____	MODEL: _____	
DAYTIME PHONE: _____ (       )	EVENING PHONE: _____ (       )	COLOR: _____	LENGTH: <b>MAX. 24'</b>	

Travel trailers, campers, boats, motor homes, cab-overs, trailers, or any other RV type items shall be parked in the designated, fenced RV lot located on the South side of the complex, and shall not be parked in the general parking spaces of the common grounds. Automobiles, motorcycles, pick-ups, etc. are not considered RVs. All parking rules apply to all RVs, and Woodbridge Park retains the right to make the judgment interpretation of the rules and such.

- Use of the RV lot is considered a granted privilege and not a guaranteed right; it is to be used for the exclusive use of Woodbridge Park residents. \*\* Non-resident owners, who have, by the rental of their units, delegated their right to use of the common area to their tenants, are not permitted to use the RV lot. \*\* All RVs must be registered in the resident's name and must display current license registration; a copy of the registration must be on file with the Association. Unregistered RVs are subject to fine and tow-away at owner's expense. RVs stored in the lot shall be neat, clean, fire-safe, and must be fully functioning, operable, and useable, as opposed to long-term storage or non-use. Such long-term storage or non-use items shall avail themselves of commercial storage elsewhere. RVs not meeting these standards will be removed from the common interest property by the owner of the vehicle, or will be towed away by Woodbridge Park at the vehicle owner's expense.
- All registered RVs will be assigned a numbered space and park in that assigned space only. Space assignment is solely Woodbridge Park's option and may be changed with reasonable notice. A maximum overall length of 24 feet will apply to all recreational vehicle. Spaces are assigned on a first-come, first-served basis and are non-transferable (a waiting list will be started when all 18 spaces are full). The authorization to use the assigned space in the RV Lot is automatically revoked upon the sale of a Woodbridge Park unit, a change in tenancy or when the resident no longer owns the authorized RV (a new form must be submitted to the Association upon a transfer of RVs in the assigned space, within sixty (60) days, to avoid reassignment of the assigned space).
- Woodbridge Park Association, Inc., its agents, Manager, Manager's employees, Officers, Board of Directors, and any assignees shall be held harmless for any liability, theft, fire, vandalism, damage, or casualty to you or others by nature of your parking in the RV lot, and will not be held responsible for any stored item.
- The non-refundable/ non-transferable annual rental fee for use of the RV lot is \$180.00, due on January 1<sup>st</sup> of each year; a copy of the current registration must also be included with your payment on an annual basis. A key deposit of \$75.00 is required before a key is issued. The fee will be refunded when the vehicle is removed and the key is returned to the management company.

I have read, understand and agree to these rules of Woodbridge Park, as so stated above. I further agree to notify the Association when I move out of a Woodbridge Park unit or when I vacate my space for a period longer than sixty (60) consecutive days. If I do not notify management of my plans for extended absence, my space may be reassigned, and I will not have priority on a new space assignment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

#### HOMEOWNER, PLEASE COMPLETE IF TENANT REGISTERING:

I, \_\_\_\_\_, as owner of property address \_\_\_\_\_, hereby certify that \_\_\_\_\_ is my tenant currently occupying said unit in Woodbridge Park. I understand and agree as a Woodbridge Park homeowner that I am subject to compliance with the above stated rules and the consequences of any violation thereof committed by my tenant.

Signed \_\_\_\_\_ Date \_\_\_\_\_