



## ATTENTION WESTLAKE POINTE RESIDENTS

August 2010

The Board of Directors has recently approved Rules for the front yards of the homes within Westlake Pointe HOA. Please see the enclosed document titled: "Rules for Front Yard". These Rules are effective October 1, 2010. Management will begin to enforce these Rules after this date. Should you have items in the front yard that are not allowed, please remove them before October 1, 2010.

To provide you with some background information for the recently implemented changes we would like to summarize how this change came about. The current rules stated that absolutely no items may be placed in the front yard. Over the years, many homeowners have added a variety of items that help personalize their yards. The Board has been lenient over the years in allowing these types of additions. The Board recently decided that some guidelines were needed to give residents a clear description of what may be placed in the front yard and what is not acceptable.

The Board understands that some of the items in the front yards have been placed there to cover barren area that needs to be landscaped. Should this apply to your unit, please contact Spectrum Property Services. The landscaper will then be asked to fill in these areas with similar plant material that will blend in with the current landscape.

If you have any decorative items in the front yard that you would like to leave, you will be required to submit an architectural request form and obtain permission from the Board of Directors before October 1, 2010. We have enclosed a form for your convenience. Should you fail to submit the proper paperwork and obtain permission from the Board, you will be cited and asked to remove any items in the front yard.

There are some residents that have chosen to install their choice of plant material in the front yard and others that may like to. The second document included in this mailing is an agreement for planting your own front yard. Please read over the document carefully and if you would like to proceed with one of the two options for planting your own front yard, please submit the Architectural Modification Form with plans for your new installations and return it with enclosed agreement.

Thank you for your attention to these matters, please do not hesitate to contact us should you have any questions regarding these matters. With your help we are confident that Westlake Pointe will continue to look beautiful for everyone to enjoy.

Regards,

WESTLAKE POINTE HOA  
BOARD OF DIRECTORS



1259 Callens Road, Suite A, Ventura, CA 93003  
P.O. Box 5286, Ventura, CA 93005  
(805) 642-6160 / (800) 642-8333  
(805) 642-6161 fax / [www.spectrumprops.com](http://www.spectrumprops.com)

## **Rules for Front Yard**

Front yard landscape maintenance is provided to each homeowner by the Association and is paid for through the monthly assessments. The Front yard is defined as the portion of landscaped area in front of the gate leading to your home. The Board of Directors has elected to implement a few Rules for the decoration of the front yards.

1. Potted plants may be placed on walls, not on the ground in front yard.
2. No pots, planters, or other items on the curbs.
3. No plastic pots, flowers or plants.
4. Ornamental objects, e.g., bird baths, figurines, etc. shall have board approval before placement.
5. All changes to front yards shall require Board approval.
6. Any plant material or container visible from common area must be properly maintained, should it not be maintained, resident will be required to remove the item.
7. Authorization for maintenance of owner planted landscaping in the common area of the front yard by HOA landscaper must be signed and meet with Board approval and be on file with Spectrum. HOA assumes maintenance however is not responsible for replacement. Private gardeners may be selected to maintain at homeowner's expense.

## NOTICE TO ALL WESTLAKE POINTE HOMEOWNERS

Dear Homeowner:

It has been brought to our attention that several homeowners have already planted, or have expressed interest to plant in the common area planter located in front of their unit in the future. Should you wish to plant your own landscaping in the planter in front of your unit, please submit the form below with your plans for planting including species of vegetation to be used.

We are asking for your assistance in creating a database that will indicate whether you have already planted, or would like to plant and care for the landscaping in front of your residence. Please complete and return the bottom portion of this notice to indicate if you have taken responsibility for the plantings and care of vegetation in the planter in front of your unit as the Association landscaper will not replant, trim, or otherwise care for anything currently maintained by someone at your residence.

Please be advised, the Association landscaper is not responsible for individual homeowner landscaping. Should you indicate that you have elected to assume responsibility for this area, the landscaper will not be responsible for trimming, weed abatement, or replanting any of the vegetation that the individual resident has planted. Furthermore, please note that any unauthorized planting or changes will be removed by the Association at the expense of the homeowner.

Thank you for your assistance in this matter.

Regards,  
Adrian Rivas  
Association Manager

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NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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

E\_MAIL: \_\_\_\_\_

☐ YES, I have elected to plant and care for the common area planter located in front of my unit and wish to assume responsibility for planting and care of my own landscaping. I have submitted plans indicating the type of vegetation to be used and understand that this plan is subject to approval before permission is granted to plant such material.

☐ YES, I have elected to plant in the common area planter. However, I wish to have the common area planter maintained by the Association's Landscaper. I understand that neither the Association nor the landscaper will be responsible for plant loss. I have submitted plans indicating the type of vegetation to be used and understand that this plan is subject to approval before permission is granted to plant such material.

\_\_\_\_\_  
(SIGNATURE)

PLEASE RETURN TO SPECTRUM PROPERTY SERVICES, PO BOX 5286, VENTURA CA 93003

**WESTLAKE POINTE HOMEOWNERS ASSOCIATION  
C/O SPECTRUM PROPERTY SERVICES  
P.O. BOX 5286  
VENTURA, CA 93005**

**ARCHITECTURAL MODIFICATION REQUEST**

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

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

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

ANTICIPATED STARTING DATE: \_\_\_\_\_

ADJACENT NEIGHBOR ADVISEMENT: \_\_\_\_\_ NO OBJECTION    OBJECTION

\_\_\_\_\_

NAME	ADDRESS	SIGNATURE
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\_\_\_\_\_

NAME	ADDRESS	SIGNATURE
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NEIGHBOR OBJECTIONS DO NOT MEAN REQUEST WILL BE AUTOMATICALLY DENIED.  
HOWEVER, THE ARCHITECTURAL COMMITTEE MAY CONTACT NEIGHBORS TO DETERMINE  
THEIR OBJECTIONS AND THEIR APPROPRIATENESS.

THREE (3) 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.

REQUESTS MISSING ANY OF THE ABOVE INFORMATION, OR IF REQUEST UNCLEAR,  
APPLICATION WILL BE RETURNED WITHOUT PROCESSING.

PLEASE MAIL COMPLETED REQUEST TO:

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

(Continued)

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 planting shall not interfere with designed operation of association sprinkler heads or hinder landscape maintenance.
- 2) Any installations, interior or exterior, must not alter existing construction design or the function thereof.
- 3) 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.
- 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.
- 5) By execution and acceptance of this Permit, 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 CONTROL COMMITTEE RECOMMENDATION

ARCHITECTURAL CONTROL COMMITTEE RECOMMENDATION

DATE APPROVED: \_\_\_\_\_ DATE DISAPPROVED: \_\_\_\_\_

CONDITIONS OF APPROVAL OR REASON FOR DISAPPROVAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THIS APPROVAL IS GRANTED this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

BY: \_\_\_\_\_ WESTLAKE POINTE HOA