



### Community Relations Office Hours

Monday - Friday - 9:00 a.m. - 5:00 p.m. • Wednesday (extended summer hours) - 9:00 a.m. - 7:00 p.m.

Closed weekends and legal holidays

## Home Improvement Information

*All homeowners must submit a completed Home Improvement Application, together with a set of complete plans (see required plan details below), to the Woodbridge Village Association (WVA) and must receive written approval from the WVA's Architectural Committee prior to any alterations to their property, as specified in the WVA's CC&R's and Architectural Guidelines and Standards.*

*If a Home Improvement Application is not received and approved in writing prior to the commencement of work, a Plan Processing Fee of \$50.00 shall be assessed.* Failure to obtain the necessary prior approvals or non-conformance to the plans submitted and approved by the Architectural Committee, constitutes a violation of the Declaration (CC&R's) and may require modification or removal of unauthorized work at the expense of the homeowner. In addition, a fine of \$25.00 per day may be levied for each day such violation(s) exists in accordance with the enforcement policy stated in Section 3-303 of the Architectural Guidelines and Standards. A final inspection will be conducted by the WVA to determine whether the completed work conforms to the plans as submitted and approved by the Architectural Committee.

In accordance with the CC&R's, the Architectural Committee has a maximum of 30 days to render a decision on the submitted plans after a fully completed application has been filed. Upon notice of plan approval, all work should be completed within 45 days from the date of commencement of construction. If the scope of the project warrants more time, an extension must be obtained from the Architectural Committee.

### Required Plan Details and Attachments

#### All improvements:

- Dimensions of proposed improvements • Description of proposed materials • Color scheme
- Affected elevations (if applicable) • Location of improvements on the property (site plan)

#### Room Additions/Remodels:

- Location of the home on the property and dimensions indicating setbacks from the property lines (site plan).
- Complete dimensions of proposed improvement(s).
- Description of materials and color scheme. Attach color chips, material board and other applicable samples.
- Drawings to show affected elevations and indicate new construction from existing structure.
- Floor Plan
- Roof Plan
- Minimum 1/8" scale to be used.

**NOTE:** *Brochures, samples, and/or material boards may be required to assist the Architectural Committee in expediting your application. The Association strongly encourages homeowners to include these items with the initial submittal of their application. Also, certain improvements require supplements to be completed and attached to the Home Improvement Application. Please check with the Community Relations Department to obtain a copy of the required supplement(s).*

# **EXPLANATION OF ATTACHED HOME IMPROVEMENT APPLICATION**

## **Section 1: Owner Information**

This section supplies the Association with general information concerning the legal homeowner that is required to process the application.

## **Section 2: Neighbor Awareness**

The intent of this section is to advise homeowners who own property adjoining the lot and those directly across from or directly behind the lot, (depending on the location) of the proposed improvement. ***Therefore the signatures are required on the Home Improvement Application and on the proposed elevation plans.*** The applicant is responsible for listing the addresses of the affected properties on the application and obtaining the homeowner's signatures and initials. The Architectural Committee reserves the right to request additional neighbor awareness.

If the neighbor residing on the affected property is not a homeowner, then the applicant must list that address on the application. Applications containing absentee homeowners as neighbors will not be considered complete and submitted with the Architectural Committee for ten (10) additional days. During this period, the Association will advise the absentee homeowner in writing of the proposed improvement and provide the absentee homeowner the opportunity to comment on the proposed plan.

***Neighbor awareness signatures may not be required for certain improvements.  
Please contact the Community Relations Department for more information.***

## **Section 3: Review of Property Rights**

***Homeowners who do not belong to a Maintenance Association may disregard this section.***

Homeowners belonging to a Maintenance Association must have their plans reviewed by their Maintenance Association to evaluate if the proposed improvement(s) are within your legal property rights. The review of property rights must be done prior to submitting the Home Improvement Application to the WVA. The application and plans will not be considered complete and submitted to the Architectural Committee until the legal review has taken place and Section 3 of the application has been completed by your Maintenance Association. Any application which is determined not to be within property rights by the Maintenance Association cannot be processed by the WVA and will be returned to the applicant.

***Please direct any questions regarding the Home Improvement Application or the Woodbridge Village Association Architectural Guidelines and Standards to the Community Relations Department at (949) 786-1800.***



# Home Improvement Application

## Section 1: Owner Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Account #: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Description of Improvement(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section 2: Neighbor Awareness

*Neighbor awareness signatures may not be required for certain improvements. Please call WVA Community Relations Department.*

List the addresses of the properties adjoining the lot and those directly across from or directly behind the lot, depending on the location of the proposed improvements. Inform your neighbors of the proposed improvement, then have the homeowner sign below and on the proposed plan including their address. If more than three (3) neighbors are affected attach an additional form with the homeowners' signatures. **Neighbors are encouraged to immediately contact the Community Relations Department at (949) 786-1800 to express any comment or concerns.**

Neighbor's Address	Print Legal Homeowner's Name	Legal Homeowner's Signature	Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

The information on this application, and the plans and attachments are complete and accurate to the best of my knowledge. I understand that the Association will make a final inspection of the project on my property for conformance to the plans filed with and approved by the Architectural Committee.

### Home Improvement Disclaimer Statement

My proposed home improvement(s) **will not** result in any future maintenance cost whatsoever to the Woodbridge Village Association or my individual Maintenance Association. **All maintenance** of my home improvement(s) **shall be the sole responsibility of myself, my heirs or assigns.** Approval of the Home Improvement Application by the Woodbridge Village Association's Architectural Committee is not to be construed as a determination by the Woodbridge Village Association, its Architectural Committee, or any of its' agents or members that the proposed improvement(s) is or is not within the homeowner's property rights with respect to the rights of the individual Maintenance Association or any of the other individual members of the Maintenance Association.

Legal Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 3: Review of Property Rights for Homeowners Belonging to a Maintenance Association

**If you belong to a Maintenance Association, forward this application to them after completing Sections 1 & 2 above. Section 3 must be completed by them before submittal to the Woodbridge Village Association.**

Name of the Maintenance Association: \_\_\_\_\_

**DECISION:**  WITHIN Property Rights  
 NOT WITHIN Property Rights

Board of Directors Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature for Maintenance Association

\_\_\_\_\_  
Date