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# CEDARWOOD HOMEOWNERS ASSOCIATION

## IMPROVEMENTS APPLICATION PROCESS AND GUIDELINES

May 2004

### Application Process

1. Once the homeowner decides to make an improvement to their unit, the homeowner calls MB regarding what change they want to make.
2. The homeowner receives a guideline sheet that includes a reprint of the relevant CC&R section from MB or a member of the architectural committee.
3. The homeowner may call a member of the architectural committee with any questions.
4. Once the homeowner has all the relevant information, they put together a proposal and submit it to MB.
5. MB submits the proposal to the architectural committee (at least the week before the board meeting) and it is put on the agenda.
6. The architectural committee has to receive the proposal in time for it to be reviewed prior to a board meeting.
7. The architectural committee reviews and makes a recommendation to the board for approval or disapproval.
8. It is highly recommend that the homeowner appear at the board meeting to answer any questions.
9. After approval of the proposal and completion of the work, an architectural committee member will inspect and sign off on the work that it was done according to the (specs) approved specifications. (If not done to specs, the homeowner must fix it to be in compliance or the board has the option to have the improvement removed at the homeowners expense per the CC&Rs.)
10. Approval is on the condition that the homeowner signs and returns an "Indemnification Agreement" that is generated by the Association.

### Guidelines for Specific Improvements

These are guidelines to be used by homeowners for specific types of improvements. These are only guidelines to be used in making the specific design decisions. All plans must still be submitted to the board for approval using the above process. While following these guidelines will increase the likelihood an improvement will be approved, it does not guarantee approval.

#### *Windows*

##### Replacement and Retrofit

1. Replacement or retrofit windows need to be single sliders to match the existing windows.
2. Finished windows must conform to the general look of the complex and have no more than 1½" of white vinyl or aluminum showing from the wood trim.

##### New Windows

New window installations may be approved as long as the windows are positioned between the studs and no studs need to be cut. The board will not approve any structural modifications to a building. All windows must be trimmed in wood and the wood trim must

be painted at owner's expense to match the existing color scheme. Also any stucco damage must be repaired and painted at owner's expense.

#### *Garden Windows*

Replacement or new garden windows will be approved on a case by case basis. The board may approve a trim color other than white.

#### *Sliding Patio Doors*

While the board may approve most patio doors, including both replacement and retrofits, plans must be submitted per the usual process.

#### *Garage Doors*

All garage doors must be of a raised panel design with four panels down and 4-8 panels across. No windows are allowed in garage doors. Doors must be painted to match the current color scheme at owner's expense.

#### *Skylights*

There is a blanket approval for sun tunnels only. Call MB for more information.

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The board may approve other types of skylights on a case-by-case basis. The board chooses not to approve skylight that requires structural modifications to the building or roof.

#### *Screen Doors*

Owners are not required to have screen doors. If an owner chooses to have a screen door, the board has approved two models, the "Riviera" available from Able Glass, Bull Glass and the Screen Shop and the "Regal T" available from Orchard Supply Hardware or Home Depot. If you want a different screen door, submit a proposal per the normal process.

#### *Satellite Dishes*

On any satellite dish installation, the homeowner needs to work with the architectural committee to find a mutually acceptable place for the dish. The dish location needs to meet aesthetic requirements and also allow the homeowner to receive a good signal.

For any items not listed here, please contact an architectural committee member or MB.

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**STREETS AND PARKING-** See Section 9.16 of the CC&R's for additional information

**Vehicle Registration:**

1. All residents will register their vehicle(s) information with the Contract Management.

**Garages:**

1. All residents must keep the garages open for parking 2 vehicles. The garage must not be used for storage to the exclusion of vehicles.
2. Parking is not allowed behind the garage. The streets are considered fire lanes.

**Common Area Parking:**

1. All vehicles must have a current registration and be in operable condition.
2. Vehicles must be parked in only designated parking areas.
3. Only one vehicle per address will be allowed to park in the common area. Guests are not included in this one vehicle limit.
4. Guests are to use the designated Visitor Parking areas. Guests are defined as residents for less than a one month period. Those staying longer will be considered permanent residents and will be subject to rule 3. Vehicles must not be left in guest parking for longer than 72 hours in any 96 hour period.
5. Vehicles parked in the fire lanes are subject to immediate tow or ticketing by the City of Sunnyvale in addition to the other penalties for rules violations.
6. Parking on the common areas is limited to no longer than 24 hours in any 48 hour period. Storage of vehicles on the common areas is not permitted.
7. Vehicle owners are responsible for cleaning any excessive oil or other fluid leaks.
8. Other than in a fire lane, (which may be towed immediately), vehicles in violation of these rules may be towed from the property after 24 hour notice has been placed on the vehicle.

**POOL & CLUBHOUSE**

The pool hours are: 9AM - 10PM Sunday through Thursday

9AM midnight Friday, Saturday and the day before a legal holiday

There is NO LIFEGUARD. The pool is used at the individual's risk. No liability is assumed by the Association for accidents involving residents or guests.

**General Rules:**

1. Non-resident owners are not entitled to pool privileges.
2. Barbecues are allowed in the north section of the pool area.
3. Children under the age of 14 must be accompanied by a responsible adult, at least 18 years of age or older at *all* times when in the pool area.
4. Children between the ages of 14 and 18 are allowed to bring only one guest the pool area.
5. Glass bottles, glasses or other breakable objects are not allowed in the pool area.

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6. Food is not allowed (other than in the barbecue area).
7. Animals are not allowed in the pool area at any time.
8. No ball playing, rough horseplay or running is allowed.
9. Radios, tape players, etc. are not allowed unless headphones are used.
10. Large water toys are not allowed.
11. Trash must be put into the proper container or removed from the pool area when you leave.
12. Lifesaving equipment is for emergency purposes only.
13. Pool gates are to be kept closed and locked at all times. Do not provide access to the pool area to anyone without a pool key.
14. Conventional swim wear is required.
15. Suntan oil must be removed by showering before entering the water.
16. Only 2 guests per home are allowed and the guests must be accompanied by a Cedarwood resident at all times.

If a resident wishes to entertain more than the usual 2 guests per household at the pool area, notice of the function must be given to the board, or the clubhouse rental coordinator at least 2 weeks in advance. In addition, the following rules shall apply:

1. The pool area cannot be reserved for exclusive use. Please be courteous to all other residents using the pool area.
2. There shall be a maximum of 12 guests.
3. The date and time of your party must be posted on the pool door at least one week in advance.
4. A non-refundable fee of \$10.00 will be charged, plus a \$50.00 security deposit. Should any complaints be received regarding violation of these rules, the security deposit shall be forfeited.
5. If the cabana is rented in addition, the non-refundable fee is \$25.00, plus a \$100.00 security deposit.
6. No wet swimsuits are allowed in the cabana. Food is to be kept at the north end of the cabana.
7. The general pool rules will apply, except that the hours are limited to between 11:00AM and 6:00PM.
8. Children's parties must consist of 1 adult per 3 children under 14 years old.

In addition to other penalties listed below, chronic violation of the pool rules may result in a suspension of the right to use the pool area.

**SCHEDULE OF FINES:** See Section 14.08 of the CC&Rs for further details.

Violation of these rules and regulations, or the CC&Rs will result in action taken by the Board of Directors. Owners are responsible for the actions of their tenants and guests.

First violation - written warning.

Second violation - \$25.00 fine.

Third violation - \$50.00

Fourth and subsequent violations \$100.00.

Owners have a right to appeal the Board's decision in levying a fine by requesting a hearing of the board within 15 days of the notice of fine.

May 29, 2008

Dear Cedarwood Homeowners and Residents,

At the May meeting, the Board of Directors approved to amend the following documents:

1. Rules & Regulations, adopted by the Board of Directors 7-24-96
2. Improvement Application Process and Guidelines

The updated documents are enclosed for your reference.

### RULES & REGULATIONS

The changes can be found on page 2 under STREETS & PARKING.

Vehicle Registration (New subheading):

- All residents will register their vehicle(s) information with the management company.

Garages:

- (This line has been deleted) The garage door is to be kept closed except for ingress and egress purposes.

### IMPROVEMENT APPLICATION PROCESS AND GUIDELINES

The changes can be found on page 2.

Garage Doors

- The 4 - 8 panels across has been changed to 3 - 8 panels across

Air Conditioning guidelines have been added.

For those homeowners who are considering any exterior improvements, please review the Improvement Application Process & Guidelines. All exterior improvements require Board approval.

Any questions, please contact MB.

# **CEDARWOOD HOMEOWNERS ASSOCIATION**

## **RULES AND REGULATIONS**

Revised by the Board of Directors May 22, 2008

The following rules and regulations are in addition to the use restrictions and other guidelines found in the CC&R's. The overall objective is to maintain a pleasing environment for all residents, to respect the privacy and comfort of your neighbors and to assure the highest property values possible.

### **BUILDINGS** - See CC&R's, Article IX for additional information

Building exteriors are maintained by the Association. All exterior structure and decorating changes must **FIRST BE APPROVED** by the Architectural Committee of the Board. This includes additions of any nature that are visible from the exterior ---windows, awnings, air conditioners, window or patio covers, patio and fence decoration, signs, etc. Structural changes must also be approved by the Sunnyvale Building Inspector and Planning Commission. Interior walls, floors, windows and garages are the responsibility of the homeowners and are expected to be maintained in a clean, sanitary, attractive condition and in a good state of repair. Exterior windows and doors of the individual town homes are the owners' responsibility.

No personal belongings are to be stored in the common areas.

### **GROUNDS**

Trees, plants, shrubs and general landscaping in the common areas are maintained by the Association through a Contract Gardener. Residents who wish to add trees, plants, or flowers in the area immediately adjacent to their home must contact the Board of Directors first. Unauthorized planting may be removed at the discretion of the Board. The walks and grounds are for the common enjoyment and use of the residents. Personal belongings must not be left in these areas, and please avoid littering. Reasonable behavior of children is expected. Tree climbing, skate boarding, and bicycle riding through groundcover and planted areas is not permitted.

### **TRASH**

Trash collection is once per week, and is covered by the monthly homeowner's assessment. Each resident must be cooperative in the disposal of trash and garbage. Exposed garbage is unsanitary and offensive to everyone. All refuse must be placed completely **INSIDE** the dumpster, and the enclosure doors kept closed. Nothing placed outside the dumpster will be picked up. Packing cartons of all types must be completely flattened prior to disposal. All pet refuse must be placed in a bag before placing in the dumpster. Private disposal arrangements must be made for items too large for the dumpsters. Owners discarding inappropriate material in the dumpster areas will be charged for any hauling costs incurred by the Association.

### **PETS** - See CC&R's Section 9.07 for further information

All animals must be on a leash, under the control of a responsible person while on the common areas. Pet owners are responsible for promptly cleaning up after their animals. Dogs over 65 pounds are not allowed.

**STREETS AND PARKING-** See Section 9.16 of the CC&R's for additional information

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### *Satellite Dishes*

On any satellite dish installation, the homeowner needs to work with the Architectural Committee to find a mutually acceptable place for the dish. The dish location *needs to meet* aesthetic requirements and also allow the homeowner to receive a good signal.

### *Air Conditioning Units*

The Board may approve installation of AC in the front of the complex or the back patio. Owners submitting plans will include model, size, color, location and any changes to the landscape or irrigation system. All change/damages to the landscape or irrigation will be replaced at the owner's expense. Any cables running up the wall must be painted to match the wall color. At the discretion of the Board, an AC installed in the front of the complex may be required to have a 'fence' to hide it.

For any items not listed here, please contact an Architectural Committee member or MB.