

Woodside Hills Homes Association

Architectural Board Policies and Procedures

Overview

This document is intended to provide policies and procedures to members of the Architectural Board and to property owners in Woodside Hills. These policies and procedures are intended to promote fairness, reduce the impact of construction projects and preserve the beauty of our neighborhood consistent with the Conditions, Covenants and Restrictions (CC&Rs) for our community.

In addition to approval by the Woodside Hills Homes Association's Architectural Board, Projects are subject to review, permitting and approval by the Town of Woodside's Building and Planning Department which has primary responsibility for enforcement of local and state building codes. Property owners should consult the Town's General Plan, Residential Design Guidelines, Zoning Ordinance and Site Development Ordinances and are encouraged to meet with the Town's Building and Planning Department before beginning any Project. Much of this information is available on the Town website at www.WoodsideTown.org

A. Composition of the Architectural Board

The Architectural Board is comprised of at least three (3) property owners having their primary residence in Woodside Hills. All members are appointed by and serve at the pleasure the Board of Directors of the Woodside Hills Homes Association. Any Architectural Board member may be replaced or terminated at any time by a majority vote of the Board of Directors.

The Architectural Board selects a Chair who is responsible for organizing the Architectural Board, retaining documents, and providing updates, as required, to the Board of Directors.

B. Definitions

1. **Applicant:** The property owner proposing the Project.
2. **Conditions, Covenants and Restrictions (CC&Rs):** A document describing property rights and restrictions in various units of Woodside Hills which property owners agree to when purchasing their property.

3. **Impacted properties or impacted neighbors:** Properties that share a boundary (segment, line or point) with the Subject Property OR are located directly across the street from the Subject Property AND are directly or visually impacted by the Project.
4. **Plans:** A written document, such as a blue print or drawing, describing the Project.
5. **Project:** The construction, remodel or renovation work to be done.
6. **Review:** The evaluation of a Project that considers the interests of both the Applicant and the community.
7. **Subject Property:** The property where the Project work will be done.
8. **Woodside Hills Homes Association:** The official homeowners' organization overseeing community affairs within Woodside Hills. The association is governed by a six (6) person Board of Directors elected by all property owners.

C. Projects Subject to Review

According to Article III, Section 3 of the Conditions, Covenants and Restrictions (CC&Rs) for Woodside Hills, any building, fence, hedge fence, wall, tent, or other structure, roadway or grading plan is subject to review and approval by the Woodside Hills' Architectural Board. Projects that are subject to review and approval by the Architectural Board include:

- Construction, reconstruction or renovation Projects including:
 - New homes
 - Additions to existing homes including decks
 - Detached structures such as sheds, gazebos, accessory buildings, pool houses and second dwelling units
- Changes to exterior elevations, paint color, or roofing materials
- Landscaping Projects that include structures such as
 - Tennis or other athletic courts
 - Grading for pools
 - Retaining walls
 - New or relocated driveways
- Changes or additions to fences, entry gates or pylons

Projects that are not subject to review and approval by the Architectural Board:

- Repainting using similar colors
- Re-roofing using similar materials
- Landscaping Projects, except as part of structural or site development Projects
- Interior only remodeling Projects

D. Review of Projects – Procedure

1. Once Plans are ready for submission to the Town of Woodside for permits, Applicants should contact the Chair of the Architectural Board to discuss the Project. The contact information for the Chair can be found at the Woodside Hills web site www.woodsidehills.org.
2. The Applicant should submit at least three (3) sets of Plans to the Architectural Board for review.
3. The Architectural Board may request a meeting with the Applicant which may include one or more on-site visits to the Subject Property. The Architectural Board may, in its sole discretion, request the attendance of impacted neighbors and it may refer the review of a Project to the Board of Directors of the Woodside Hills Homes Association.
4. The Architectural Board will review a Project with regard to compliance with CC&Rs, square footage, height, set-backs, colors and issues noted by impacted neighbors.
5. If approved, the Architectural Board will stamp and at least two members will sign every page on all three sets of the Plans. One fully approved set of Plans will be retained by the Architectural Board and all other fully approved sets of Plans will be returned to the Applicant.
6. When an objection is noted on the plans, the Architectural Board will send post cards to impacted neighbors notifying them of the approval of the Project and giving them two weeks to appeal the approval to the Board of Directors. A sample post card is attached as Attachment A. Property owners who are not impacted by a Project may not initiate an appeal.
7. If a Project is not approved, the Architectural Board will provide their reasons for non-approval to the Applicant. The Applicant may appeal the non-approval to the Board of Directors.

E. Timing

Because the Woodside Hills Homes Association recognizes that importance of timing for many Projects, the Architectural Board will always strive to review a Project in a reasonable time period. Applicants are encouraged to submit complete information to the Architectural Board and to be available for any questions. The complexity of a Project or the non-availability of the Applicant, architect, contractor, or impacted neighbors, may delay the review.

F. Applicant's Responsibilities

1. Applicants should be prepared to provide a clear, understandable description of the Project. Plans should include a layout of the Project on the parcel as well as descriptions of materials, construction detail, dimensions and drawings of the finished Project.
2. If a Project impacts a neighboring property, it is the responsibility of the Applicant to inform impacted neighbors about the Project. The approval of impacted neighbors, while desirable, is not necessarily required for approval by the Architectural Board. Informing impacted neighbors about a Project is required. To make certain impacted neighbors are aware of a Project, the Applicant is required to ask all impacted neighbors to place their signature and date on the Plans. Impacted neighbors should be informed: (a) that a signature does not constitute approval of a Project and (b) they may note any issues, objections or concerns in writing on the Plans or on an attachment to the Plans. If the Applicant is unable to obtain a signature from an impacted neighbor, they should send a copy of the Plans to the impacted neighbor by certified mail with a return receipt. The Applicant should have evidence of mailing available for review by the Architectural Board. Applicants are not required to notify properties that are not impacted by a Project.
3. Applicants and their architects, designers and contractors, should be available to describe the Project and answer questions.
4. Applicants should have the Subject Property available for inspection by the Architectural Board. If appropriate, the site should be well marked to identify any structures or landmarks.
5. Applicants are advised and encouraged to be respectful of their neighbors at all times. Applicants should limit the impact of construction on neighbors and on common or community-owned property. Applicants are responsible that:
 - a. time and day of week restrictions on any construction work are observed by contractors;
 - b. neighbors are notified in advance of any activities that might cause inconvenience, such as noise, blocking streets, or creating dust and debris;
 - c. equipment is properly and safely stored each night;
 - d. equipment, such as portable toilets and debris boxes are always kept out of sight from the roadway;
 - e. construction vehicles are kept off safety trails, roadways, and neighboring properties;
 - f. contractors do not place any signage on the Project site advertising their companies;

- g. construction crews clean up any trash on the street at the close of each day;
- h. any damage done by their contractors to any other property, including damage to landscaping, pavement, structures, safety trails or traffic circles, is fully restored to its original condition. Satisfactory restoration of damage is a condition for final approval by the Town of Woodside.

6. Applicants should limit their Project's impact on view corridors that may be enjoyed by their neighbors.

G. Appeals and Reviews

The Board of Directors of the Woodside Homes Association has delegated to the Architectural Board the power to review Projects to satisfy specific provisions of the C, C & R's. More generally, the Association, through its Board of Directors, is empowered by the C,C,&R's to refuse the approval of any Project that it believes is not suitable or desirable for aesthetic or other reasons. (Article 3, Section 3, para. 2)

If an Applicant or impacted property owner has issues, objections or concerns about a Project, they may appeal decisions of the Architectural Board to the Board of Directors. Property owners and impacted neighbors should note that simply writing an objection on a Plan is not sufficient to initiate an appeal. Appellants must immediately contact the Board of Directors in writing and specifically request a review.

Review of a Project by the Board may include a broader scope than that used by the Architectural Board including such as considerations as:

- Architectural style in the context of neighboring properties
- Impact on view corridors
- Privacy of neighbors
- Placement of structure on lot
- The impact of landscaping on the above considerations

Appeals and reviews will be performed at a regular or special meeting of the Board of Directors. The Board of Directors may choose to visit the property and may ask any neighbors – impacted or not – as well as the Architectural Board or the Town's building officials for input. An appeal is a denovo review of a Project and the review may not be limited only to adverse issues noted by the Architectural Board. At the conclusion of the appeal or review, the Board of Directors may affirm, reverse or postpone the approval of a Project. Decisions of the Board of Directors are final.

H. Town of Woodside - Requirement for Permits

§ 150.21 PERMITS REQUIRED.

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, remove, convert, keep, or demolish any building or structure or make any installation, alteration, or improvement to the electrical, plumbing, or mechanical system in a building, or cause the same to be done, without first obtaining the prescribed permits for each such building or structure from the Building Official.

Town of Woodside - Residential Design Guidelines

Property owners and their representatives (ie, architects, designers and contractors) are advised to seek assistance from the Building and Planning Department of the Town of Woodside prior to beginning a Project. The booklet "Residential Design Guidelines" provides principles for designing a home and related structures that will meet the objectives of the Town of Woodside. The booklet is intended to assist homeowners, remodelers and architects in preparing proposals for residential development. The Residential Design Guidelines are used by the Town's Planning Department, Architectural and Site Review Board and Planning Commission to evaluate the merits of residential proposals.

Required setbacks for structures and swimming pools in Woodside Hills:

Suburban Residential (SR) Zoning District	Portions of building that are:	Minimum required front yard setback	Minimum required rear yard setback	Minimum required side yard set back
1 acre lots (most of Woodside Hills)	Less than 17 feet tall	50 feet	25 feet	25 feet
	17 to 30 feet tall	50 feet plus 2 additional feet for every foot above 17 feet	30 feet	30 feet

Note: The front and rear set backs may be reversed if required by the lot configuration.

Questions or Comments

Property owners are encouraged to contact any member of the Architectural Board or the Woodside Hills Homes Association Board of Directors if they have any questions or comments.

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Appendix A

Post card notification:

A construction project at the home located at

has received preliminary approval from the
Woodside Hills Homes Association's ("the Association") Architectural Board

As an impacted neighbor of this property, you have until 5:00 PM on this date

To request a Review of this project by the Association Board
before the plans are sent to the Town of Woodside
for processing by the Building and Planning Department.

The Association Board will have thirty (30) days (unless all parties agree otherwise)
to review concerns and approve, request modifications, or disapprove the Project.

If you have any questions or wish to request a review by the Association Board,
Please contact one of these individuals at the telephone number indicated below:

_____ Phone _____

_____ Phone _____