



## **Wildwood Homeowners Association**

### **Summary of Procedure for Approval of Physical Changes to Property**

The following summary is provided pursuant to Civil Code Section 1378(c). The procedures for applying for additions, alterations or modifications to a [lot/unit] within the Wildwood Homeowners Association development, and for reviewing and approving or disapproving such applications, are set forth in Article 5 of the Covenants Conditions and Restrictions of Wildwood.

The following physical changes to a [lot/unit] require the approval of the [Board/Architectural Committee] of Wildwood: any additions, replacement to alteration to the exterior of the building, structure, fence, drainage facility, common area landscaping, and common area planting.

The following procedure is used by the [Board/Architectural Committee] to review and approve or disapprove applications for physical changes to a [lot]:

1. All applications for physical changes must be in writing and accompanied by any plans, sketches and/or diagrams necessary to adequately describe the nature and extent of the proposed change and as may be required by the [Board/Architectural Committee] or the rules of the Association. An application shall not be deemed to be complete until all required documentation has been provided.
2. The [Board/Architectural Committee] shall review the application and supporting documents and shall either approve or disapprove it based upon the following criteria:
  - (a) Compliance of the application and supporting documents with the requirements of the governing documents of the Association;
  - (b) Confirmation that the proposed change conforms to the requirements and restrictions of the governing documents of the Association and will not interfere with the reasonable enjoyment by any other owner of his or her property; and
  - (c) Confirmation that the proposed change will otherwise be consistent with the architectural and aesthetic standards prevailing within the development, in harmony with the existing structures, landscaping and/or topography existing within the development and consistent with the overall plan and scheme of the development.
3. The [Board/Architectural Committee] is not required to approve a requested change simply because it has been previously approved for another [lot].
4. A vote of a majority of a quorum of the [Board/Architectural Committee] shall be sufficient to approve an application.
5. The [Board/Architectural Committee] shall either approve or disapprove the proposed change within thirty days after receipt of the application and all supporting documents. The applicant shall be promptly notified of the decision.
6. Any decision of the [Architectural Committee] may be appealed to the Board. The vote of the Board as to the application shall be final.