

# WOODBRIIDGE BAY ESTATES

ARCHITECTURAL

AND

LANDSCAPE STANDARDS

REVISED

April 2018

**WOODBIDGE BAY ESTATES HOMEOWNERS ASSOCIATION  
ARCHITECTURAL AND LANDSCAPE GUIDELINES  
REVISIONS ADOPTED APRIL 30, 2009**

<b>Community Architectural Review</b> .....	4
<b>SECTION 1 – RULES AND STANDARDS</b> .....	4-16
Prior Approval Required .....	4
<b>ADDITIONS TO EXISTING DWELLINGS</b> .....	4-5
General Design Intent .....	5
Scope of Coverage.....	5
<b>APPROVAL/CODES/APPEAL PROCESS</b> .....	5-6
Design Standards .....	5-6
Second Story Room Additions .....	6
<b>OTHER MODIFICATIONS</b> .....	6
Air Conditioners .....	6
Attic Ventilation.....	6
Curb Street Address Painting.....	6
Driveway .....	6
Entry Door .....	6
Fences .....	7-10
Flags .....	11
Fountains and Ornamental Statues .....	11
Garage Doors .....	11
Garage .....	11
Gates and Gate Replacements.....	11
Gate Access Fence – Shoreline Park.....	11
Gutter and Downspout .....	12
House-Mounted Street Number .....	12
Lights (Seasonal) .....	12
Mail Boxes.....	12
Mail Box Post .....	12-13
Patios in Front Yards .....	14
Rubber-Maid Sheds.....	14
Screen or Storm Doors.....	14
Security Systems .....	14
Siding.....	14
Sports Apparatus .....	14
Sun Control Devices/Awnings.....	14
Swimming Pools.....	14
Vehicle Storage.....	14
Walkways.....	14
Windows .....	15-16
<b>SECTION 2 – HOUSE PAINTING RULES</b> .....	17-18
Paint (Exterior) .....	17
Compliance with Application Approval.....	17
Garage Doors .....	17
Front Doors .....	17

**SECTION 2 – HOUSE PAINTING RULES CONT'D**

Fences and Gates..... 17  
Security Alarm Boxes..... 17  
Paint Gloss Categories ..... 18  
Original Color Information ..... 18  
Interior Paint Color Information ..... 18  
Walls..... 18  
Doors and Casings..... 18  
Roof Elements..... 18

**SECTION 3 – ROOFS..... 18-19**

Cedar Wood Shakes ..... 19  
Asphalt-Fiberglass Shingles ..... 19  
Roof Metals..... 19  
Spark Arrestors ..... 19  
Gutters and Downspouts ..... 19

**SECTION 4 – LANDSCAPE GUIDELINES..... 20**

Prior Approval Required ..... 20  
Bark/Mulch ..... 20  
Drainage..... 20  
Front Yard Rock Gardens ..... 20  
Hardscape ..... 20  
Lawns (front) ..... 20  
Maintenance Standards..... 20  
Tree..... 20  
Vegetable Gardens ..... 20

**SECTION 5 – CC&R ENFORCEMENT PROCEDURES ..... 21-22**

Scope of Enforcement..... 21  
First Step ..... 21  
Second Step..... 21  
Third Step..... 21  
Rescheduled Hearings ..... 21  
Hearing Default..... 21

**COMMUNITY BOARD APPEAL PROCESS**

Right of Appeal..... 21  
Appeal to the Community Board..... 22  
Final Decision of the Community Board..... 22  
Fine Schedule Resolution ..... 22

**WOODBRIIDGE BAY ESTATES HOMEOWNERS ASSOCIATION  
ARCHITECTURAL AND LANDSCAPE GUIDELINES  
REVISIONS ADOPTED April 30, 2009**

These Guidelines were first adopted December 6, 1990, revised March 24, 1992, November 28, 1995, February 3, 1998, February 20, 2003, December 29, 2005, October 24, 2008 and April 30, 2009 (reflecting changes in 2009). The guidelines were developed to maintain Woodbridge's design and to preserve the original concept of the development. These Guidelines grew out of several years of experience in Woodbridge and numerous applications for landscape installations and architectural modifications.

**Commonly Maintained Improvements** architectural improvements located on public right of way that are maintained by the Woodbridge Homeowners Association on behalf of all the Association homeowners as a common benefit and expense, or by the Community of Harbor Bay Isle Association on behalf of all members of the Community Association as a common benefit and expense.

**Owners are accountable and responsible for the consequences of their tenant's activities. Owners shall provide copies of Woodbridge's CC&Rs and these Architectural and Landscape Guidelines to tenants. Lease and rental agreements shall include a requirement that tenants must comply with all Woodbridge regulatory documents.**

The Woodbridge Homeowners Association, through its Board of Directors, will strictly enforce the Covenants, Conditions and Restrictions (CC&Rs) to control the appearance of its neighborhoods.

**COMMUNITY ARCHITECTURAL REVIEW:** Owners should review the Community's Architectural Rules and Standards & Plant Guidelines for the specific requirements that apply to proposed property improvements. The Woodbridge Homeowners Association has created these more specific Guidelines for use by Woodbridge homeowners. The term "Guidelines" shall have the same force and effect as the term "Rules and Regulations." **This document covers those subjects not included in the Community's document, or requirements the Woodbridge Homeowners Association wishes to be more restrictive than the Community's rules and standards.**

## **SECTION 1- RULES AND STANDARDS**

**Prior Approval Required:** The Woodbridge and Community CC&R's require that no additions to homes or property are allowed, nor may any external alterations or improvements of any kind be made until approved in writing by the Architectural Committee or Board of Directors.

Proposed improvements must be appropriate to their immediate surroundings and be compatible with the architectural and landscape characteristics of the Woodbridge Association.

**Additions to Existing Dwellings:** All proposed building modifications require the submission of an architectural application and plans prior to the commencement of property improvement work. Refer to the Community's document, Section 2- Architectural Rules and Standards - Additions to Existing Dwellings.

In addition to the Community's Rules and Standards, on November 22, 1994 (Resolution #94-04), the Woodbridge Board of Directors adopted the following "Standards for Review of Applications for Construction of House Additions:"

**General Design Intent:** These standards have been adopted to guide Woodbridge Bay Estates homeowners who are considering the construction of any additions to their Woodbridge house or garage. The Woodbridge Board of Directors is not opposed to the rights of the homeowners to build additions onto their houses and while the Board approves such additions in concept, it has concerns about the potential negative impact of such additions on the Woodbridge community and property values. Therefore, these standards will be strictly enforced and the applicant shall have the burden of demonstrating that any proposed addition is compatible with the neighborhood and meets these standards.

**Scope of Coverage:** These standards are in addition to, and intended to augment, the provisions of the architectural controls in the Woodbridge CC&Rs, any architectural standards previously promulgated by the Board of Directors, the provisions on Community architectural control in the Community of Harbor Bay Isle CC&Rs and the architectural guidelines of the Community of Harbor Bay Isle. These standards apply to any house or garage additions proposed to be constructed on any lot within the Woodbridge Bay Estates subdivision.

**Approval/Codes/Appeal Process:**

1. Approval for any proposed addition must first be obtained from the Woodbridge Architectural Committee and the Community of Harbor Bay Isle Architectural Committee. Subsequent to approval by these Committees, approval by the City of Alameda, pursuant to zoning codes under the Planned Development Agreement between the City and the Developer, and any other applicable City Codes and Ordinances, including all building design and setback requirements must be obtained.
2. Pursuant to the Community Board's Policy #92-02, the Woodbridge Board of Directors may appeal and/or review a homeowner appeal of any decision of the Woodbridge and/or Community Architectural Committees on an application for the construction of any house or garage additions. After assignment of an appeal to the Woodbridge Board of Directors, notice to the applicant, and a hearing, the Woodbridge Board of Directors may reverse or modify any decision of the Woodbridge and/or Community Architectural Committees. The Woodbridge Board of Director's decision is subject to appeal to the Community Board of Directors by the affected owner or committee.
3. If there is a conflict between this Amendment to the Woodbridge Architectural Guidelines and the Community of Harbor Bay Isle's Architectural Guidelines, the more restrictive guidelines shall apply.

**Design Standards:**

1. **Design:** The design of the proposed addition(s) must be consistent and aesthetically compatible with the architectural style of the existing house and neighboring houses.
2. **Views, Sight Lines and Privacy:** Proposed exterior alterations which potentially will impact the view of a common area amenity or the view from a neighboring property will be closely reviewed by the Woodbridge Project Architectural Committee. The privacy, sight lines, light and open space of neighbors shall be carefully considered. Objections from immediate neighbors shall be given weight by the Woodbridge Architectural Committee and Board of Directors in deciding upon any application. Applications will be considered on a case-by-case basis, without creating or being affected by precedent, on the applicant's clearly demonstrated need for privacy, adequate use of property or other substantial need. Applicants may wish to obtain the written consent of parties whose view or privacy may be affected before submitting their application to the Community Architectural Committee.

3. **Building Mass:** Any addition to an existing house or garage shall not be permitted which will result in excessive building bulk, insufficient back or front yard open space, insufficient set backs, inadequate privacy, sight-lines, light and open space or other negative impacts on neighboring properties. Partial or full third story additions are not permitted under any circumstance.
4. **Density:** No part of any garage may be converted to living space such as to be used as a bedroom. No addition shall be approved which results in a reduction in the number of parking spaces in any garage to less than two (2) full spaces. No additions shall be approved which result in a house with more than a total of six bedrooms. In determining the number of bedrooms in a house that would exist following completion of the proposed addition(s), rooms with a dual purpose, such as dens or playrooms that could be used as bedrooms, will be counted as bedrooms. Limiting the increase in the number of bedrooms of a house is necessary to prevent any additions from having adverse affects upon the parking and use of the common amenities of Woodbridge.
5. **Minimum Set Back:** The minimum required setback of a back yard addition (the distance from the rear-most portion of the house, including any proposed addition, to the rear yard common fence) is twenty (20) feet.

**Second Story Room Additions** will be considered on a case-by-case basis. The proposed addition must be compatible in scale, material and color with the dwelling and adjacent properties. The addition shall have minimum impact on the views, sunlight, or natural ventilation of adjacent properties. Pitched roofs must match the slope of the existing roof. Contact the Architectural Standards Manager for more information.

#### **OTHER MODIFICATIONS:**

**Refer to the Community's document, Section 2 - Other Modifications. In addition to the provisions of the Community's documents, the following rules and standards apply:**

**Air Conditioners** are permitted only in the rear, non-window locations and must be aesthetically concealed from neighboring property. The operational equipment shall be muffled so the sound level shall not intrude into neighboring property.

**Attic Ventilation** devices shall be compatible in design and color with the existing structure. Roof installations shall be located on the least visible side of the roof ridgepole. Ventilators must be painted to match the house siding or trim color if mounted on a gable end. If mounted on the roof, ventilators must be painted to match the roof color. Turbine ventilators are prohibited.

**Curb street address painting** is not permitted unless approved in writing by the Woodbridge Board of Directors. House-mounted street number replacements shall require approval by the Community Architectural Committee unless they are compatible with the original developer-installed numbers.

**Driveway:** Extensions of existing driveways into landscape areas for additional parking are limited to a total of 12 inches. Colored coatings or painting of driveways or entry walks are prohibited except for clear sealers. Excessive oil or rust stains must be promptly removed.

Replacements may be like for like (for associations in which driveways are replaced by homeowners) or:

Square or rectangular interlocking concrete pavers (90° angled corners) may be used to replace existing driveway materials. Pavers must be set with an approved metal edge restraint system. The following shades of colors for interlocking concrete pavers are approved:

**Single** – brown, charcoal, gray

**Blends** – brown/charcoal, gray/charcoal

The paver color shall match or be compatible with existing walkways on the property.

**Entry Door:** Entry doors may be painted the color specified in the selected color scheme. In addition, a semi-transparent stain color approved by the Woodbridge Architectural Committee and a clear sealer may be used to preserve the door's original appearance.

### **Fences:**

In addition to the Community's document, the Woodbridge Association may approve temporary removal of fences for rear and side yard improvement installations. Owners must restore the fence to its original location and condition within two days of the installation completion. Any fence restoration shall be as originally installed. Painting of wood fences is not permitted.

### **Fence Materials:**

1. All fences must be constructed with natural Redwood heart grade-rough or Western Red Cedar.
2. The fence must remain natural or a clear wood sealer can be applied.
3. All 6 foot and 3 foot fences are to be constructed according to the attached fence specifications as approved by the Community of Harbor Bay Isle.

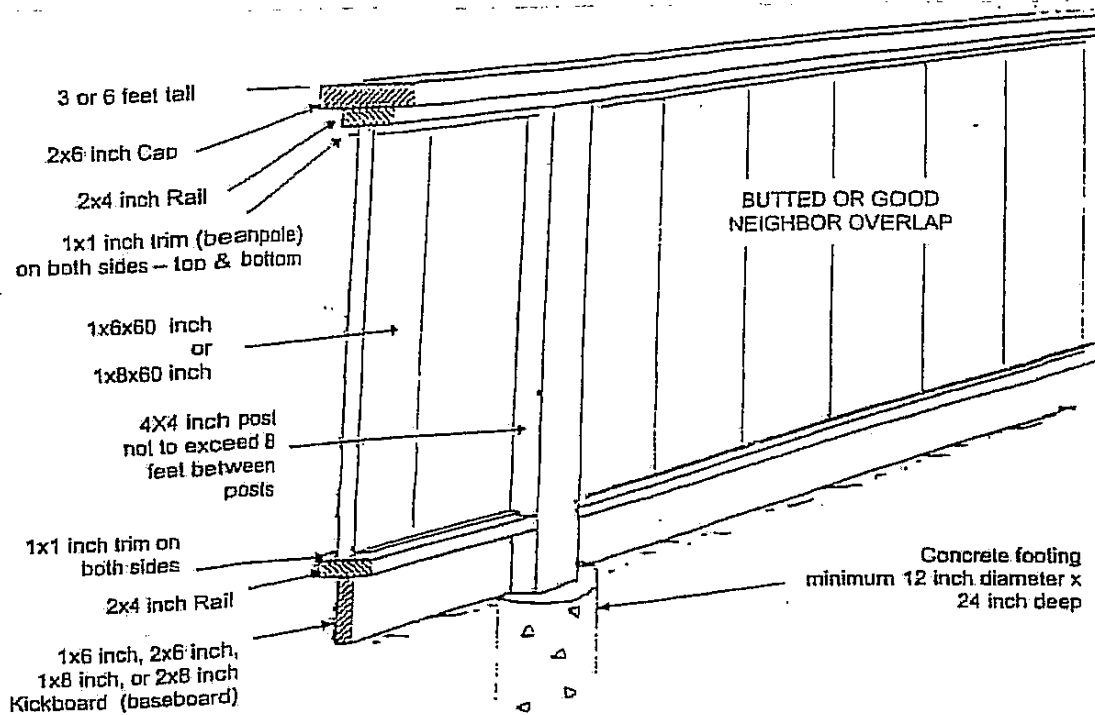
**Fence Post & Retaining Wall Materials:** Homeowners that intends to replace their FENCE POST(S) and/or RETAINING WALL(S) must comply with the following requirements:

1. All fence posts and retaining walls must be constructed with natural Redwood heart grade-rough or Western Red Cedar.
  2. The fence posts and retaining walls must remain natural or a clear wood sealer can be applied.
- OR**
3. The use of **potential** composite wood material may be used for fence posts and retaining walls only.
  4. Pressure treated wood/posts are not approved for use.

**Fence Installation:** Any homeowner that has a party fence with a neighbor and wishes to replace the party fence must comply with the following requirements:

1. The homeowners of said party fence must agree to one of the approved fence designed approved by the Board of Directors. If the homeowners cannot agree on a design, said fence will be replaced like for like.
2. For a shared fence, only one property owner need to submit an Architectural Application for the section of fence that is to be replaced. When fence is completed, the owner that submitted the architectural application must request the final inspection.
3. Fences located along the common area are the responsibility of the Woodbridge HOA for repair/replacement.
4. Fence height shall be the same as the fence being replaced.
5. Interior fences and Common Area fences are not permitted to have lattice extensions.
7. Fences along common area may have fence extensions installed on a case-by-case basis as approved by the Board of directors.
8. Fences may only be constructed of natural Redwood heart-grade-rough or Western Red Cedar. Posts and baseboards may not be constructed with pressure treated wood that has been treated with arsenic (green in color). See Resolution #2001-02 "Fence Post & Retaining Wall Materials".
9. Installation of the fence and fence posts must follow the specifications attached to match the design approved.

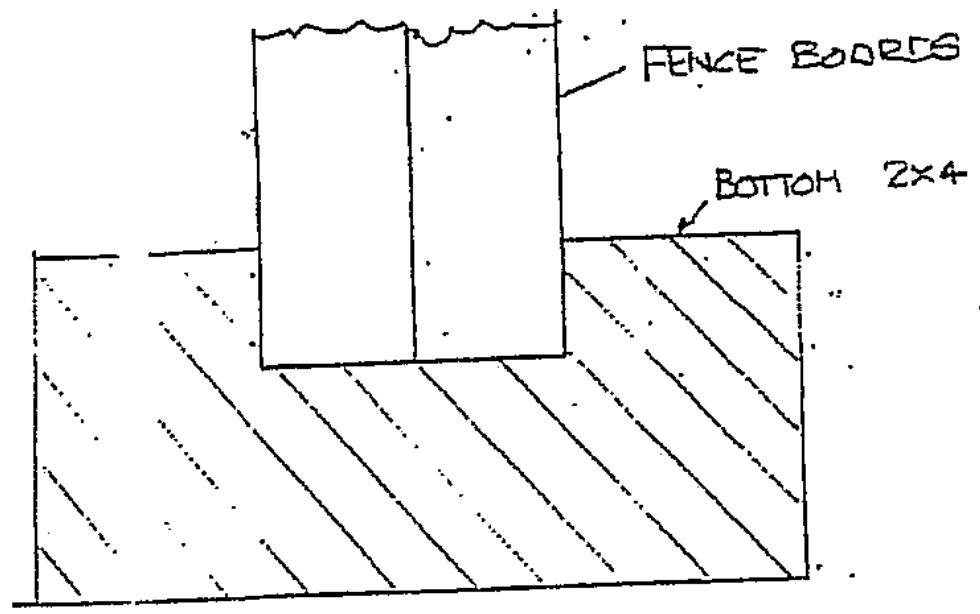
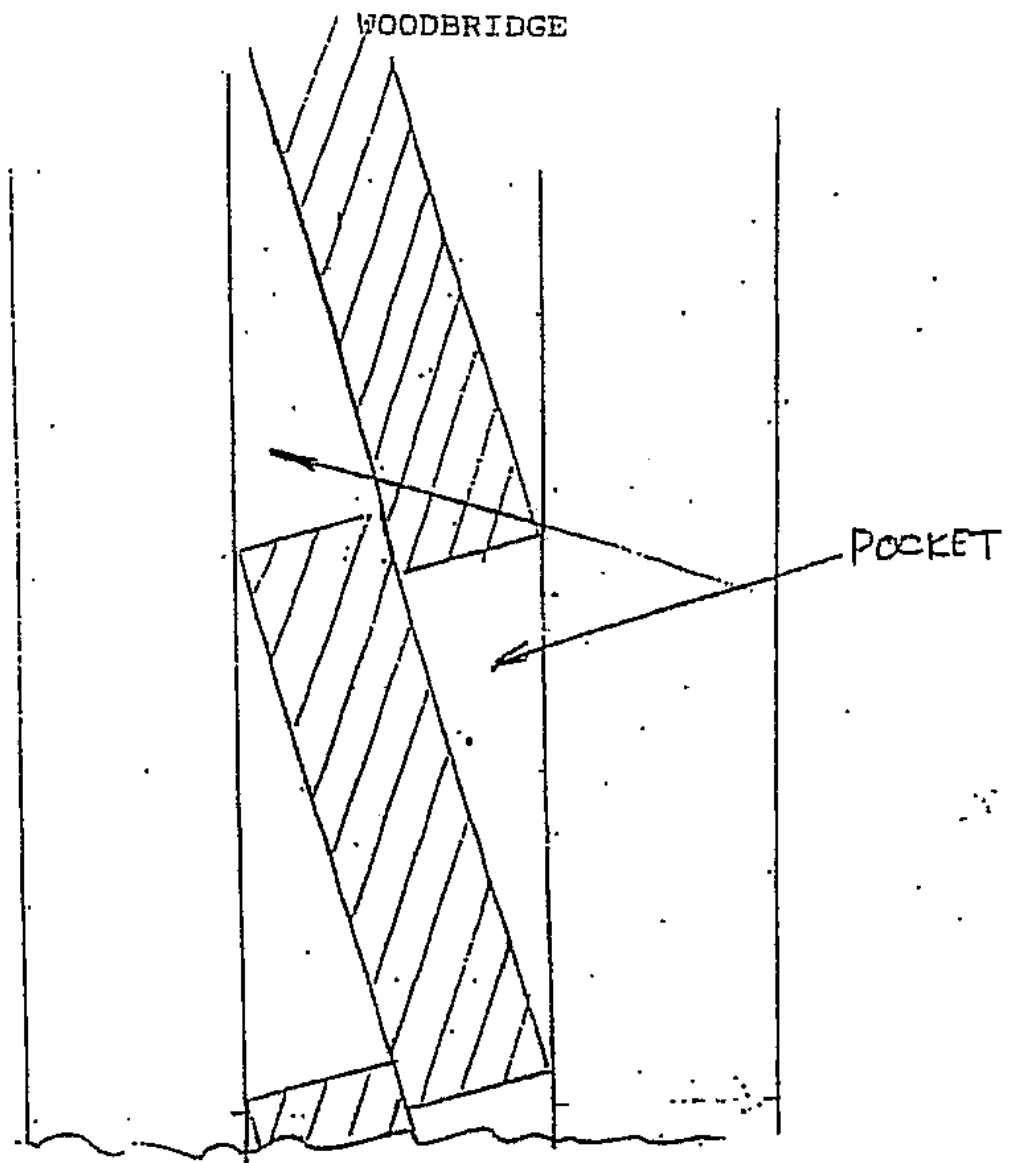
## Fence Specifications for 3' and 6'



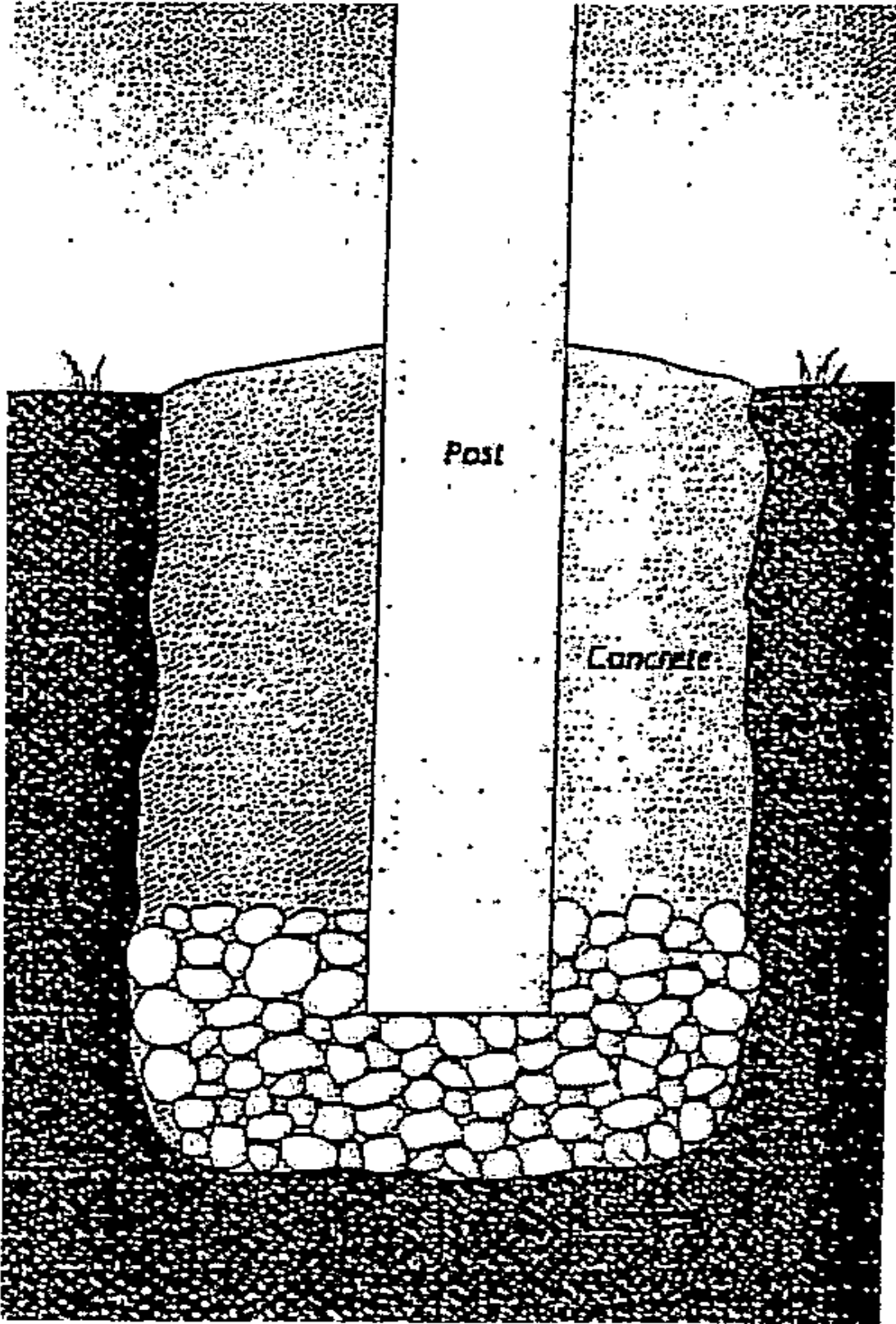
### Notes:

1. Fences shall be constructed with natural REDWOOD heart grade-rough or Western Red CEDAR. Posts and baseboards may be constructed with brown tone pressure treated wood.
2. All posts shall be 4x4 inch.
3. Holes for posts shall be 2 feet deep.
4. Concrete used should be Ready Mix 2500 PSI or better.
5. Post placement shall not exceed 8 feet between posts.
6. Fence boards shall be 1x6 inch or 1x8 inch wide.
7. Top caps shall be 2x6 inch.
8. Rails at top and bottom shall be 2x4 inch.
9. Fence boards shall be trimmed with 1x1 inch trim (beanpole) on both sides – top and bottom.
10. Baseboards (kickboard) at bottom of fence shall be 1x6 inch, 2x6 inch, 1x8 inch, or 2x8 inch and have ½ to 2 inch soil clearance.
11. Galvanized nails and plated hardware shall be used throughout.
12. Clear sealer may be applied to extend the life of a fence.
13. Posts may be set in concrete above the ground, sloped downward for moisture to drain. To extend the life of fence posts, place gravel below the concrete.
14. Short Fences – All top caps should be surfaced wood.





# Fence Post Illustration



**Flags** are permitted for temporary display in a house-mounted wall bracket. Flags must be maintained in an appropriate condition and must comply with commonly accepted flag rules. Flags shall be hung so as not to obstruct walkways in common areas or commonly maintained areas.

**Fountains and Ornamental Statues:** Fountains are only permitted in rear yards. Their height shall be at least one foot lower than the nearest fence. Fountain operating noise shall not disturb adjoining neighbors. Ornamental statues in front yards are discouraged. Consideration of front yard statues that are appropriate to the property setting, design, material finish and height will be considered on a case-by-case basis.

**Garage Doors:** In addition to the Community's document, garage doors, including roll-up doors, shall match or be compatible with the developer-installed doors in all design and finish details. Metal doors will be considered provided the metal has a wood-grained surface. Garage doors shall be painted the color designated in the Woodbridge paint palette.

**Garage** attic storage areas may be constructed without prior approval, except for any necessary City of Alameda permits, if structural members are not altered. Installation of windows or vents in garages requires application and plan submission and approval by the Community and Woodbridge Architectural Committees.

Garages shall not be remodeled or used for purposes that will interfere with the accommodation of the family vehicles. Residents shall keep their garage doors closed except during entering and leaving the garage and while washing vehicles or performing landscape maintenance, to maintain the attractive appearance of the neighborhood and to reduce the possibility of unlawful entry and theft.

**Gates and Gate Replacements:** Gates or other openings are not permitted in the developer-installed fences. Gates shall be constructed of either wrought iron or fence materials matching the existing developer-installed fence in design, material and finish. Gate hardware, except for the hinge spine, shall not be visible from public ways.

**Gate Access Fence - Shoreline Park:** Any homeowner at Woodbridge Bay Estates with the following addresses 101, 109, 117, 125, 133, 141, 149, 157, 165, 173, 181, 189, 197 Oldcastle Road who wish to install a gate in their back yard rear fence, must comply with the following requirements.

1. The homeowners of said fence must use the existing wood fence to create a gate that cannot be distinguished in the fence from the outside.
2. The hinges must be placed on the inside of the gate.
3. Cement pads will not be allowed.
4. Homeowners are responsible for all engineering necessary to ensure structural and functional integrity of the new gate.
5. The gates are to be installed and maintained in accordance with all applicable City of Alameda codes and requirements, guidelines set forth by the Community Architectural Committee and each homeowner's respective Homeowners' Association Declaration of Covenants, Conditions and Restrictions.
6. The homeowner must complete and submit an "Architectural Application" to the Community Architectural Committee (CAC) for approval.

**Gutter and Downspout** design must match or be compatible with the developer-installation in materials, design and dimensions, and shall be painted using house paint to match the appropriate house color. Gutters and downspouts that have been factory pre-painted must be painted with house paint. Plastic-type snap-together gutters and downspouts are not permitted. Gutter and downspout drainage shall not adversely impact the adjacent property.

**House-mounted street number** replacements require approval by the Architectural Committee if they are significantly different from those originally installed by the developer.

**Lights (seasonal)** are allowed only during the holiday season. They may be installed each year after November 20th and must be removed by January 31st. No colored bulbs are allowed in light fixtures, including landscape lighting, with the exception of holiday season lights during the time specified for seasonal lights.

**Mail Boxes:** The Association is responsible for replacing only the *standard rural-style* mailboxes. Homeowners who desire a locking mailbox may install The Solar Group locking mailbox (model RSKB, Dimensions: 9 ½" H x 13" W x 23 ½" D), at their own expense.

All mailboxes on the same post must be the same style at the same time. Black is the only approved color. A sample of the box is in the community offices. This box is available at local home supply/hardware stores.

Maintenance and replacement of locking mailboxes are the homeowner's responsibility.



Solar Locking Mailbox - Black

**Mail Box Post:** Homeowner is responsible for the maintenance/replacement of the mailbox post. Any homeowner at Woodbridge Bay Estates that intends to replace their mailbox post must comply with the following requirements:

1. The homeowners must use redwood lumber.
2. The mailbox post must remain natural or a clear wood preservative can be applied.
3. Cement pads are to follow the directions shown on the attached drawing.
4. Brackets are to be placed parallel to the street.
5. Homeowners are responsible for all engineering necessary to ensure structural and functional integrity.
6. The mailbox posts are to be installed per the dimensions shown on the attached drawings.



**Patios in front yards** are highly discouraged. Small front yard patios may be considered on a case-by-case basis provided:

- (a) They do not exceed fifty square feet;
- (b) They are installed adjacent to front entry walks;
- (c) They do not extend ten feet beyond the front house wall and twenty feet from the side yard property line;
- (d) The front yard must be covered with at least 70% live plant material and lawn. The patio surface must be compatible with the house and front garden design and be screened by appropriate plantings.

**Rubber Maid Sheds** are approved for side yards only and must remain below fence level.

**Screen or Storm Doors** (front entrance) are not permitted.

**Security System** boxes must be installed and operated to comply with City of Alameda codes. Security lights must be shielded. Motion detectors light fixtures are permitted provided they are properly shielded and comply with the Community's Light Fixture Lighting Standard.

**Siding**: Replacement materials must be compatible with the existing and/or developer installation. Siding manufactured from metal, fiberglass, or vinyl is prohibited.

**Sports Apparatus**: Permanent installations are permitted in rear yards, provided that they do not exceed the height standards for arbors and gazebos. All such structures are not permitted in front yards.

**Sun-control Devices/Awnings**: On a case-by-case basis, sun-control devices will be considered provided the design and material is compatible with the architectural character of the house, and shall not adversely affect views, light, sun or natural ventilation of adjacent properties. Only solid color sun control devices will be permitted. The condition and appearance of approved sun-control devices must be properly maintained at all times.

**Swimming pools**, which are aboveground, are not permitted. In-the-ground swimming pools are discouraged because of the reasons contained in the Community's document. In addition to detailed drawings, the proposal must provide details of all ancillary and landscape installations, including water supply, drainage and water disposal systems.

**Vehicle storage** of motorized boats, trailers, campers, RVs and large trucks is not permitted outside of the owner's garage on private property or on Association or public streets.

**Walkways**: In addition to the Community's document, walkway materials are limited to brushed cement or aggregate finish compatible with the house and overall neighborhood design. On a case-by-case basis, the Architectural Committee will consider other surfaces. Painted surfaces or colored coatings are prohibited, except for a clear sealer. Non-plant material borders must be compatible with the existing house and overall neighborhood design.

**Windows:** Proposed changes will be considered, but homeowners are urged to maintain the original developer-installed design, color and materials used in the Woodbridge Association. Window additions or replacements and dormer additions must match or be compatible with the existing installation. Replacement hardware and screens are required to match the existing Developer-installed hardware. Neighbor privacy shall be considered when reviewing window applications. Window grills or bars are not permitted. See Window Installation for specifications.

## **WINDOW INSTALLATION**

Window upgrading (replacement of aluminum framed single pane windows with double paned glass, framed with vinyl, fiberglass, or other materials) is encouraged.

In their application for window replacement, Woodbridge homeowners must comply with the following requirements:

1. In general, the replacement windows must be in the same location, the same size, and same type of operation as the original developer installed windows. Exceptions will be considered on a case by case basis.
2. In addition to aluminum, alternative replacement frame materials such as good quality vinyl, fiberglass, or other material, will be considered on a case by case basis.
3. As alternatives to the original frame color, replacement frames in white or light tan may be approved if appropriate to the home's architectural details and exterior colors.
4. As a condition of approval, to create a consistent appearance with the new window's design and materials, all windows that face the street must have the same look, all either with grids or all without grids. Preferably all of the dwelling's windows should be replaced. At a minimum, all windows on any elevation shall have the same appearance.
5. Grids are encouraged.
6. Reflective-type window film is not permitted. Low E glass is permitted with approval of the committee.
7. Casement windows or other unusual windows are not permitted on the front side of a home.
8. Window grills or bars are not permitted.
9. Neighbor privacy will be considered in any application for a new or relocated window.
10. Windows are to be installed flush or recessed within the existing window trim. (Refer to attached Exhibit – *Proper Window Replacement Installation Details*)
11. All applications for window replacement must include the following:
  - a. The location of the windows on the home which are to be replaced and type of operation for each location. Include a diagram of the home if possible.
  - b. Sample of the color proposed.
  - c. Legible Manufacturer specifications of window(s) to be used, showing design, dimensions, materials, and including photographs showing the finished appearance of the window(s).

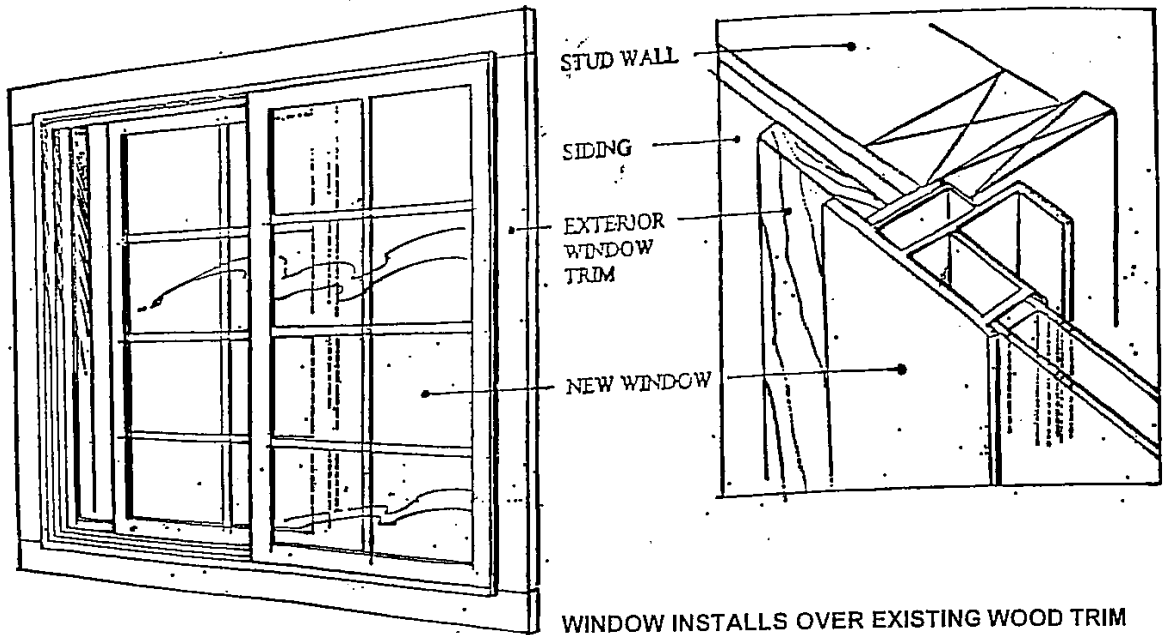
See Window Installation Illustrations on next page.

**Window Coverings:** Owners must install and maintain appropriate interior window coverings (e.g., draperies). New owners shall install interior window coverings within ninety days of the close of escrow.

# WINDOW INSTALLATION

## EXHIBIT "C" WINDOW REPLACEMENT INSTALLATION

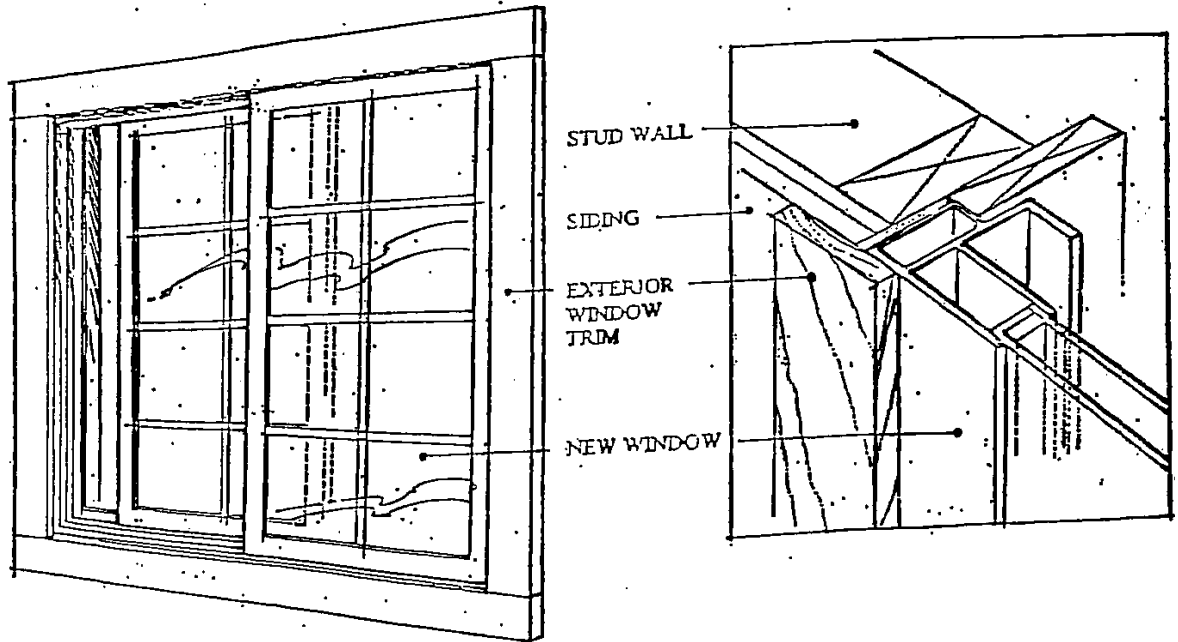
### IMPROPER WINDOW REPLACEMENT INSTALLATION DETAILS



UNACCEPTABLE INSTALLATION

WINDOW INSTALLS OVER EXISTING WOOD TRIM  
WINDOW EXTENDS BEYOND WINDOW TRIM

### PROPER WINDOW REPLACEMENT INSTALLATION DETAILS



ACCEPTABLE INSTALLATION

WINDOW RECESSED FROM WOOD TRIM  
WINDOW FLUSH WITH WOOD TRIM



## **SECTION 2 – HOUSE PAINTING RULES**

**Paint (Exterior):** Homeowners are responsible for all exterior house painting. Contact the Community Architectural Standards Manager for information regarding the Woodbridge Paint Palette approved by the Woodbridge Architectural Committee and Board of Directors. Owners shall comply with the rules restricting paint colors to certain areas of the house as specified in the Woodbridge Paint Palette. Color schemes shall not be the same color scheme as the house on either right or left side of the house in the same block. An application is required for all house repainting.

**Compliance with application approval:** You must submit an architectural application and select your color schemes from the Woodbridge paint palette before painting the exterior of your home.

**If you paint your home with a color scheme not on the approved paint palette, or use colors other than those contained in the Community Architectural Committee’s (CAC) “Conditions of Approval” (regardless of the paint brand used), or the finished work does not comply with these repainting rules, the Woodbridge Board of Directors will require you to bring your property into compliance by repainting all of the non-complying areas of your home.**

If you hire a contractor to paint your home, please provide the contractor with a copy of the CAC’s architectural application Conditions of Approval letter and these house-repainting Rules. **You are responsible for your contractor’s compliance with the Approval Letter and these Rules.**

**No changes shall be made in the color scheme after it has been approved unless the proposed changes are resubmitted to the Community and Woodbridge Architectural Committees and are approved.**

Each color scheme specifies which color may be used for each part of the house. The colors must be used as specified. In some instances, there is a choice of accent colors. In those instances, your architectural application must specify the accent color chosen and the area on the house where the accent color will be used.

**Garage doors:** Garage doors must be painted the color specified in the selected color scheme.

**Front doors:** Front doors may be painted the color specified in the selected color scheme. In addition, a clear semi-transparent stain color approved by the Woodbridge Architectural Committee and an appropriate clear sealer may be used to preserve the door’s appearance.

**Fences and gates shall not be painted.** Other yard structures shall not be painted unless specifically approved by the Community and Woodbridge Architectural Committees in the Conditions of Approval letter.

**Security Alarm Boxes:** Owners are urged to paint the raw metal of security alarm boxes (leaving only the decal area unpainted) to match the surface color to which it is attached. Security boxes should be painted if rust is evident.

The new revised and expanded paint palette prepared for Woodbridge homeowners is based on Kelly Moore brand paints. The closest Kelly Moore store is at 649 Pacific Ave, Alameda.

**You may use any paint brand you wish.** Other paint brand colors selected for repainting must match the Kelly Moore regardless of the manufacturer selected.

**If you plan to use a brand of paint other than Kelly Moore, you are required to specify the paint palette color scheme number. You must include 2 color chips for each color (including the color name/number and specify the Kelly Moore color each matches) for each color to be used stating the paint brand, and whether it is for the siding, the trim or the garage door.**

**Paint Gloss Categories:** Exterior paints are comprised of 6 gloss categories. The following exterior paint finishes are permitted under each category:

<b><u>Flat</u></b>	<b><u>Eggshell</u></b>	<b><u>Low Sheen</u></b>	<b><u>Satin</u></b>	<b><u>Semi-gloss</u></b>	<b><u>Gloss</u></b>
Siding	Trim Front Door**	Siding Trim	Siding Accent Front Door	No Exterior Use	No Exterior Use

\*\* You may specifically request on your architectural application to use semi-gloss paint on your front door, which will be considered on a case-by-case basis.

**Original Color Information in the Woodbridge Paint Palette Book:** The original developer-paint color schemes and the color schemes adapted in 1995 have been discontinued and may no longer be used.

Owners and/or their painting contractors shall comply with all other repainting requirements of the Community and Woodbridge Architectural Rules and Standards.

**Interior Paint Color Information:** The original developer Kelly Moore interior paint colors are:

**Walls:** Latex Flat FROST 550-14

**Doors and Casings - Kitchen and Bath Walls:**

Latex Enamel FROST 1640 (Eggshell finish)

Oil Base Enamel 1622-14 (used in earliest building phases)

**Roof Elements:** Pipes, sheet metal vents and other metal elements on the roof should be painted with a rust-retardant undercoat with a final paint coat in a color to match the roof color.

### **SECTION 3 - ROOFS**

In addition to the Community's document, the Woodbridge Board of Directors with the agreement of the Community Architectural Committee shall approve Class A-rated replacement roofing material. Roofs are to be installed and maintained in good condition in accordance with all applicable City of Alameda Codes and requirements. The homeowner is responsible for all architectural and/or engineering necessary to assure structural and functional integrity of the house and new roof.

Homeowners must submit an "Architectural Application" form to the Community Architectural Committee (CAC) prior to installing a new roof. The application shall also state whether or not the gutters and downspouts also will be replaced, and shall include the design, size, material, etc., information.

The Class A-rated roof material to be installed must be one of the following cedar shake or asphalt-shingle roofing materials.

Replacement roofs are to be installed and maintained in accordance with all applicable City of Alameda codes and the requirements and guidelines in the Community Architectural Committee and Woodbridge Homeowners Association's Architectural Rules and Standards and Declaration of Covenants and Restrictions (CC&Rs).

Homeowners are advised at the time of re-roofing to have their roofing contractor verify that the required "Z" chimney flashing was properly installed by the developer and assess its current condition. Your contractor should do this in addition to the other roof flashing evaluation.

**CEDAR WOOD SHAKES:** (300 to 350 pounds per square depending on thickness.)

Meeker Cedar Products wood shakes **OR** the Clarke Group cedar wood shakes. Both manufacturer's cedar shakes are treated by the Chemco Company to create the cedar shake roofing system. Only 3/4-inch thick shakes are permitted for consistency of appearance throughout the Association. This roofing system requires the wood shake to be installed over either a 72-pound mineral coated felt cap sheet **or** 1/4-inch **Georgia Pacific's "Dens-Deck"**, and solid 15/31-inch plywood sheathing, or nominally spaced (strip) sheathing, to achieve a **Class A-rated roofing system** approved by the City of Alameda.

**ASPHALT-FIBERGLASS SHINGLES:** CertainTeed product (formerly called Celotex Presidential or Ambassador.)

**All Asphalt-Fiberglass shingle roofing material applications require the approval of the Woodbridge Board of Directors.**

CertainTeed Presidential (formerly Celotex Presidential) (365 pounds per square) in your choice of the following colors: Autumn Blend; Shadow Gray; Country Gray.

CertainTeed LandMark TL (formerly Celotex Ambassador) (390 pounds per square) in your choice of the following colors: Moire Black; Country Gray; Old Overton; Shenandoah.

CertainTeed Presidential TL (**480 pounds per square\***) in your choice of the following colors: Autumn Blend; Shadow Gray; Country Gray.

**\*Any roofing material exceeding 450 pounds per square requires the submission of a Professional Structural Engineering Report accompanying an architectural application certifying that the applicant's house can support the excess weight of the roofing material.** Homeowners are responsible for all engineering studies, if necessary, to insure structural and functional integrity of the house and the new roof.

**Roof Metals:** All roofs metal (flashing, diverters, vents, pipes, etc.) must be painted to match the roof color, except for the following: The roof-edge "nosing", if any, shall be painted to match the adjacent color, usually the trim or gutter-fascia color.

**Spark Arrestors:** City Code requires that all new roofs must have chimney and stovepipe spark arrestors of not greater than 1/2-inch mesh.

**Gutters and Downspouts:** The new gutters and downspouts shall match the original in size (5-1/4-inch gutters) and design, and may be galvanized steel or aluminum. The gutters and downspouts must be painted to match the house colors of the areas to which they are attached; for example, gutters – fascia-trim color; downspouts – siding color.

## **SECTION 4- LANDSCAPE GUIDELINES**

**Prior approval required:** No landscaping may be installed nor any existing landscaping modified without the prior approval of the Community Architectural Committee. An architectural application and plans must be submitted for approval prior to commencing landscape installations. Owners should review the Community's Plant Guidelines for the specific requirements that apply to proposed property improvements. The Woodbridge Association created these more specific Guidelines for use by Woodbridge homeowners.

**Bark/Mulch** When replacing lawn or shrub area with drought tolerant landscaping, all non-planted areas must be dressed out with bark or mulch that is brown or black in color **only**. All other colors of bark and mulch, including any reddish color, are prohibited. All bare soil area in front yards shall be fully dressed out with brown or black bark/mulch. When using bark, small-sized chips must be used.

**Drainage** must be appropriately maintained as originally installed by the developer to avoid impacting on neighboring property, including common areas. Owners shall comply with City of Alameda requirements for drainage details at or near sidewalks, curbs and gutters.

**Front Yard Rock Gardens** are highly discouraged, but may be considered on a case-by-case basis if they contain an acceptable balance of rock and live plant material, and are compatible with the overall neighborhood design. Gravel-size gray, beige or aggregate mix rock ground cover is permitted, but shall not cover more than 20% of a front yard's area (or 20% of any border-enclosed portion of the front yard.) River rock of acceptable size and color may be considered in small areas, such as in oriental garden dry creeks. Large accent rocks may be considered on a case-by-case basis if their color and size are appropriate.

**Hardscape** (house additions, patios, decks or other non-live materials) shall not exceed 65% of the total rear yard area and 30% of the total front yard area.

**Lawns (front):** It is the policy of the Woodbridge Homeowners Association that the size of front yard lawns shall not be reduced except upon a showing of clearly demonstrated need. Artificial turf (exterior) of any kind is not permitted on the property.

**Maintenance Standards:** Owners shall maintain their landscape in good condition, removing all weeds, watering, fertilizing, pruning and trimming as necessary to maintain an attractive appearance and shall not permit front, rear or side yard grass or weeds to grow beyond five (5) inches in height. Trees or shrubs visible to neighboring property, common areas or commonly maintained areas or public areas shall be maintained in an appropriate and healthy condition.

**Trees:** Installation requires prior approval of the species and planting location. Trees must be at least 15 gallons in size and in healthy condition. If a tree's potential growth is more than 16 feet high, it shall be planted at least four feet from any neighboring fence. Tree branches shall not touch or overhang roofs. Replacement of problem trees will be considered on a case-by-case basis provided the Community Architectural Committee, if required, approves a replacement tree or shrub. Trees shall be maintained in a healthy condition. If a tree's disease becomes untreatable, or it dies, the owner shall promptly submit an application to the Community Architectural Committee to remove the tree. Approval to remove a tree may require replacement of the tree.

The tree species acceptable for additional or replacement trees in front yards are:

Aristocrat Pear	Raywood Ash
Japanese Maple	London Plane (Sycamore)
Purple Leaf Plum	or, the same specie originally planted by the developer

Fruit-bearing trees are permitted only in back yards. An exception to permit dwarf citrus trees in front yards will be considered.

**Vegetable gardens** are permitted only in rear yards and in reasonable proportion to other landscape.

## **SECTION 5 - CC&R ENFORCEMENT PROCEDURES**

**Scope of Enforcement:** Violations of the Association's governing documents, these Rules and Regulations and the Architectural and Landscape Guidelines, will subject the violator to the CC&R Violation enforcement procedures contained in Article XIII.

The Woodbridge Homeowners Association, through its Board of Directors, will strictly enforce the Covenants, Conditions and Restrictions (CC&Rs) to control the appearance and quality of life of its neighborhoods.

**First Step:** When the Manager or Board receives information concerning a possible CC&R violation, an attempt will be made to resolve the matter by telephone or written letter. If not corrected, a First Notice letter will be sent to the resident requesting correction of the violation, if the resident is a tenant, the owner of the property will receive the letter.

**Second Step:** Failure to comply will result in a Final Notice that if the violation is not corrected, the violator will be requested to appear before the Board of Directors for a CC&R enforcement hearing. The Notice will be personally delivered to the Owner or owner's agent or sent Return Receipt U.S. Mail. The Notice shall include the date, time and location of the Hearing; the specifics of the violation or complaint; and the range of possible penalties if not corrected. Owners are responsible for their tenant's CC&R violations.

**Third Step:** The Board of Directors shall hear the violations according to the provisions of **CC&R Article XIII - Enforcement Remedies**. Following the hearing, the Board shall convene an Executive Session, shall take all facts into consideration and determine:

- (1) whether the owner/tenant has violated the CC&Rs;
- (2) the deadline for correcting the violation; and
- (3) the penalty for failure to comply.

The owner or owner's agent shall be notified in writing of the Board's decision within ten working days following the date of the hearing.

**Rescheduled Hearing:** If the owner or owner's agent can show acceptable good cause as to why he/she cannot attend the hearing, he/she must notify the Board at least 48 hours prior to the originally scheduled hearing. If the Board accepts cause, it will reschedule the hearing and deliver notice of the new date ten (10) days prior to the rescheduled hearing.

**Hearing Default:** If an owner or owner's agent called for any hearing fails to appear or to request a postponement of a hearing as prescribed in "Rescheduled Hearing" above, the Board shall proceed with the hearing In Absentia.

## **COMMUNITY BOARD APPEAL PROCESS**

**Right of Appeal:** If a Woodbridge Board or Architectural Committee (PAC), or affected Owner is dissatisfied with a decision of the Woodbridge Board of Directors, the affected Party may appeal the decision to the Community Board of Directors by submitting a written request for a hearing to the Community Board within 10 days of receiving written notice of the Board's decision. The Community Board President and the appropriate Village Representative shall determine within seven (7) days whether the Community Board or the Woodbridge Board shall hear the appeal.

**Appeal to the Community Board:** If an architectural applicant, Woodbridge Board, Committee, or affected Owner is dissatisfied with the subsequent ruling of the Woodbridge Board, the dissatisfied Party may appeal the action to the Community Board of Directors by submitting a written request for a hearing to the Community Board within 10 days of the date of the contested action.

**Final Decision of the Community Board:** If the Community Board grants a request for an appeal hearing, the Community Board may uphold, reverse or modify the decision of the Woodbridge Board.

**Fine Schedule Resolution:** The Woodbridge Bay Estates Homeowners' Association Declaration of Covenants, Conditions and Restrictions have a general monetary fine provision in Article 11, Section 7.1.8 Project Rules:

The Project Board shall have the power from time to time and subject to the provisions of this Declaration to adopt, amend and repeal rules and regulations to be known as the "Project Rules" (the "Rules") which may include the establishment of a system of monetary penalties for failure of a Member to comply with the provisions of this Declaration, the Articles, the Bylaws, or the Project Rules.

The State of California has added to the Civil Code Section 5865 requiring associations which impose or intend to impose monetary fines to adopt and distribute each year a schedule of monetary penalties that may be assessed for violations. Distribution must be by personal delivery or first class mail.

The Woodbridge Bay Estates Homeowners' Association schedule of fines is as follows:

1. For all violations relating to the installation and/or maintenance of landscape or other real property not corrected within thirty (30) days of final notification to the homeowner, the Board may levy a Single Benefit Project Assessment equal to the Association's cost of correction, plus a 15% Administrative Fee. A late fee will be charged on the payment demand of the unpaid balance after thirty (30) days at an annual rate of 10%.
2. For all other violations not covered under Part I, the Board may, upon final determination and homeowner notification, levy an Enforcement Project Assessment of \$25.00 per day (24-hour period) for the first 15-days and thereafter \$50.00 per day until the violation is corrected.