

**OAK SHORES COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE GUIDELINES**

ARC

BUILDING PROCEDURES AND RESTRICTIONS

FOR NEW & EXISTING HOMES



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CONTENTS

ARC GENERAL INFORMATION	
Objectives.....	2
General.....	2
Meetings.....	2
BUILDING PROCEDURES	
Definition of a structure.....	3
Application to build requirements.....	3
Checklist for plan approval.....	3
SITE RESTRICTIONS	
Survey.....	4
Cut and fill.....	4
Trees.....	4
Building setbacks.....	4
Utility trenches.....	4
Fences.....	4
Plot plans.....	4
Structure plans.....	5
Color description.....	5
ARCHITECTURAL RESTRICTIONS	
House types.....	5
Minimum size of residence.....	5
Height.....	5
Roof pitch.....	5
Overhang.....	5
Materials.....	5
Exterior wall materials.....	6
Exterior color and finish.....	6
Outdoor lighting.....	6
Signs.....	6
Variances.....	6
Satellite dish antenna.....	6
Propane tanks.....	6
Air conditioners.....	6
SUBMISSION OF FINAL PLANS	
FOR APPROVAL AND CONSTRUCTION.....	6
Insurance.....	7
Forfeiture.....	7
COMMENCING CONSTRUCTION.....	7
Workers and Contractors.....	7
Construction times.....	7
Time limit for construction.....	7
CONSTRUCTION SITE APPEARANCE.....	8
CONSTRUCTION REQUIREMENTS FOR OWNERS.....	8
Construction or excavation materials.....	8
Construction site electrical service.....	8
Construction toilets.....	8
Construction refuse.....	8
NON-RESPONSIBILITY OF TRACT COMMITTEE.....	8
FINAL INSPECTION.....	8
OCCUPANCY.....	8
CHECKLIST FOR RETURN OF FULL DEPOSIT.....	9
POOL AND SPA REQUIREMENTS.....	10
ROAD REPAIR STANDARD.....	10
SHEDS.....	10
DEPOSIT AND FEE SCHEDULE.....	11
OSCA Insurance requirements for construction.....	11
ARCHITECTURAL ENFORCEMENT.....	11
Appeal process.....	11
ACKNOWLEDGEMENT OF UNDERSTANDING (form needs signature).....	12

GUIDELINES FOR OAK SHORES BUILDERS AND/OR PROPERTY OWNERS

As noted in your Declaration of Covenants, Conditions and Restrictions (CC&R's) that plans for construction are subject to review and approval by the Oak Shores Architectural Review Committee (ARC), prior to submitting them to the San Luis Obispo County Building Department. In reviewing construction plans, the guiding principle of the Committee is to preserve the natural beauty of the area for the benefit of all residents. To carry out this policy, we attempt to ensure that all man-made structures, insofar as possible, blend in and add to the beauty that was here when we came. To this end, your Committee represents you now and in the future.

The Oak Shores Community Association (OSCA), through the ARC will strive to assist and monitor all property owners in the development of their lots and enhancement of existing homes within the OSCA CC&R's, rules and guidelines, in a uniform and non-discriminatory manner.

OBJECTIVES AND GENERAL INFO ON THE COMMITTEE

Objectives: The Committee's goal is to foster architectural compatibility among neighboring lots and to promote a harmonious relationship between structures and the landscape. The design of each structure should be complimentary to the land and to the adjacent homes in terms of lot coverage, mass and degree of individual expression.

General: All property owners are encouraged to familiarize themselves and their agents with OSCA CC&R's, rules, regulations and guidelines concerning changes to the natural environment and/or development of their homes and lots. If the improvements materially change the exterior of the property, these improvements must be submitted to the ARC. It is recommended that prior to extensive planning or outlay of funds, preliminary plans shall be submitted for ARC review.

Meetings: The ARC members will be available to property owners in all matters pertaining to lot development. ARC meetings *generally* meet the second and fourth Saturday of the month at 9:00 am. Call OSCA office to confirm time.

For major changes to the exterior, follow the same procedure as for new construction. If there are any questions, do not hesitate to call the ARC or the OSCA office.

Procedure: Each prospective lot developer/owner must acknowledge in writing (submit signed copy of Acknowledgement of Understanding) that he is in possession of the current ARC Guidelines and plans submitted are in conformance thereto, before official action regarding the development of the lot of concern. The ARC will review and act on any lot information submitted in writing by lot owners. Clarification, requests for additional data, or consultation on the proposed project will be related to the party of concern in writing. Following Committee review, all preliminary and/or final documents will either be approved in writing or returned to the owner with a written statement of needed changes.

Should a lot owner fail to respond and comply with corrective action notices, the OSCA Board of Directors or Architectural Committee will take appropriate action and all costs incurred will accrue until such infractions are corrected. Accrued costs will be assessed against the lot involved and will be deducted from the deposit.

No member of the Architectural Committee will act independently. To the degree possible, all members will review submissions and sign authorizations, but in all cases, the vote of two Committee members is mandatory for approvals.

BUILDING PROCEDURES

These procedures are set forth to clarify and supplement the sections of the recorded CC&R's. In the case of a conflict, the CC&R's govern.

Definition of a Structure: Anything constructed or erected, including decks, stairs, fences, pools, and housing for incidental equipment thereto, and the use of which requires location on the ground or attachment to something having location on the ground.

Application to build: A plan check fee, road impact fee and a six month dumpster fee is to be submitted with the application and the building plans (for new construction or major remodel). (THESE FEES ARE NOT REFUNDABLE). A refundable deposit is required to insure proper clean up and compliance with OSCA regulations as set forth in this document and the CC&R's. This application will be returned if it is not completed in full. Insurance certificate with OSCA as additional insured.

OAK SHORES COMMUNITY ASSOCIATION
ARCHITECTURAL REVIEW CHECKLIST

Name of Owner/ _____ Tract/Lot _____
Oak Shores Address _____
Builder/Contractor _____

OVERVIEW

Application For Architectural Approval	
Acknowledgement of Understanding Signed	
Plan Check Fee, see schedule of values	
Deposit Fees, see schedule of values	
Insurance Verification, Oak Shores listed as additionally insured	
4 sets of prints, date, name/address, and builder	
Color Chips for exterior materials	
Corners of house and lot visibly flagged	

PLOT PLAN (1/8" SCALE)

Survey of Lot Lines	
Lot Lines, Tract/Lot, Easements, North Point, Contours, Trees	
Tree Removal (larger than 3")	
Setbacks, including garage variance if applicable Front _____ Back _____ L Side _____ R Side _____	
Utility Trench Locations, shown on plans, if in roadway, repair detail	
Propane Tank Location - (10 feet from house, 5 feet from property line if tank is to be under 125 gallons)	
Finish Floor Elevation	
Distance From Property Line to Edge of Street	
Structure <40% of lot	

STRUCTURE PLAN (1/4" SCALE)

Roof Slope <16" rise in 12" run	
No New Wood Shingle or Shake Roof, Repairs <25% OK	
Overhang <3 Feet Over Side Setback	
Structure Elevations Indicated	
No White or Aluminum, or Shingled Walls	
Walls or Lattice Work From Floor Framing to Ground	
Floor Elevations Indicated (first floor finished grade marked on plans)	
Living Floor Space >800 s.f.	
Vertical Height <25 Feet From Average Foot Pad	

SITE RESTRICTIONS

Property must be surveyed by a licensed land surveyor. The survey shall include contours, trees, North orientation, etc., and shall delineate and identify easements and setbacks.

Cut and fill - No cutting, filling, or excavation shall be initiated before final working drawings have been approved. Structures shall be designed to minimize grading. *(CC&R's Article VIII Section 3)*

No depositing of fill shall be allowed without prior Committee approval of plans submitted showing complete landscaping, grading, drainage, erosion control, etc. of the filled area.

Trees - **No tree of more than 3" in diameter at the base shall be removed without approval from the ARC.** *(CC&R's Article VIII Section 3)* Oak Shores has a \$500 fine for the removal or destruction of any tree without prior written approval. However, many tracts have special standards which may restrict or prohibit the removal of trees. It is best to call SLO Planning Department – Resource Protection with lot information so that they can review tract standards for you. SLO Planning 805/781-5600. Remember, you need ARC approval as well as the County approval.

No trees or shrubs shall be planted or placed on any lot or property in said tracts which substantially obstruct or diminish the view from any other lot or property in said tracts. *(CC&R's Article XI Section 6)*

Building setbacks - Front setbacks and, in some cases, rear setbacks are determined by the Tract Map. If not specified on the Tract Map, rear setbacks are 25'. Side setbacks must total 20' minimum from both sidelines with a 5' minimum on one side. A garage may be within 5' of front property line, provided lot slopes 7' or more up or down at a point 50' from center of street per County ordinance. Decks may cantilever a maximum of 3'-0" into side setbacks and 30% of rear setbacks. *(CC&R's Article XI Section 5)*

Utility trenches - Final plans should indicate locations of all utility trenches. Insofar as possible, trenching should not come close to trees or expose the roots of trees to air, without adequate protection. Where roots have been damaged, trenches shall be backfilled with suitable planting soil to promote rapid recovery of the feeder root system. Trenches over 5 feet in depth will not be left open or unattended.

Fences – The maximum allowable height of fencing in Oak Shores is 7 feet *(CC&R's Article XI Section 6)* Fencing that does not exceed 3 feet in height will be permitted in the front, rear and sides of property. Fencing that exceeds 3 feet in height will only be permitted from the center of the home, both sides to the rear property line. Fencing will not protrude into the mechanical set back of the property.

Wood picket fencing will have a minimum of 4" spacing between pickets. Wood picket fences will be painted the same color as the residence. Only open type fencing will be permitted. NO solid wood fences are permitted in Oak Shores.

Plot plans - 1/8" = 1'0" Scale

1. Lot lines, subdivision tract and lot number, easements, building setbacks, North orientation, location of utilities Including all propane tanks, water and electric and all required trenches for utilities.
2. Contours at 5' intervals adjacent to buildings; 10' otherwise.
3. Location, size, and kind of all existing trees, above 3" in diameter taken at base of the tree. Also Indicate, which trees are to be removed.
4. Show exterior location of propane tank. The size of tank determines placement on property.
5. Indication of proposed cut and/or fill, including the slope for each. Note that minimum disturbance is expected.
5. Location of house, parking area, carport or garage, driveways, decks, walks, walls, etc.
6. Elevation of first floor finish grade (integrated with topo elevations)
7. Distance from property line to edge of street.

Structure plans - 1/4" = 1'0" Scale

1. Plan of structure
2. General construction
3. Roof slope and roof material
4. All elevations of the structure showing materials and finish grade lines on all elevations
5. Elevation of first floor finish grade (integrated with topo elevations)

Color description - Two 2" x 1" color chips must be submitted for all colors and finishes to be used on the exterior (roofs, walls, windows, doors, decks, etc.) White fascia boards and trim, and white window trim are acceptable. No white houses. Also, if house has white trim and fascia then the garage should match the house color. Any light colors that are questionable will be referred to the Board for final decision.

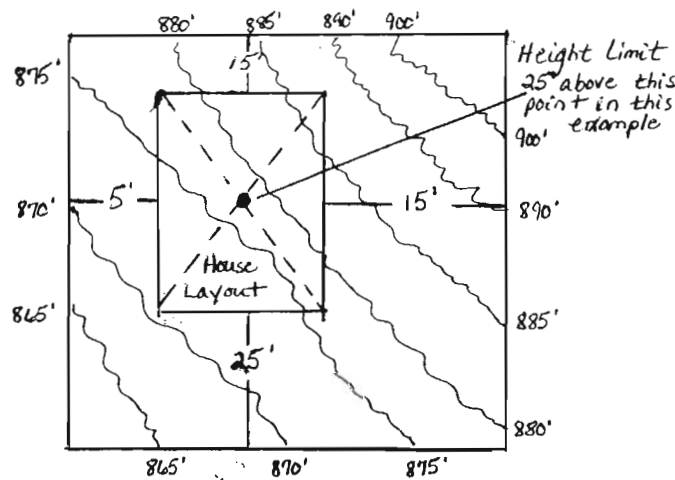
ARCHITECTURAL RESTRICTIONS

House types - The approval of any house plan or architectural style for a specific site, does not necessarily imply that the same plan will be approved in another location. The following specifications and requirements will guide the Architectural Committee.

Minimum size of residence - No residence shall be erected on any lot or property which shall have a floor area of less than 800 square feet of enclosed livable area, excluding outside or sun porches, patios, garages, or carports. (CC&R's Article XI Section 4)

Height - The vertical distance from the center of the undisturbed building footprint, which is determined by drawing diagonal lines across the center of the footprint before grading to the highest point of the roof, shall not exceed 25 feet. The ARC will not approve unusually high buildings or roofs which may obstruct the view from other property. (CC&R's Article VIII Section 3) A home built on a 2:1 or greater downhill slope may exceed the 25 foot height limit (up to 35 feet – county code) In this case the home must be no more than one story at street level or 16 total feet in height at street level.

Example of height Limit allowed



Roof pitch - No roof shall have a rise of more than 12 inches in 12.

Overhang - No roof overhang, deck, or stair shall cantilever more than three feet over any side setback line, or 30% of rear setback.

Materials - No light colored, aluminum, or other reflective surfaces will be approved. No wood shingles or wood shake roofs will be approved. Roof coverings must be of standard quality, such as: clay or portland cement tile, tin, copper or other metal; slate, cement shingles 5/32" thick or thicker. Other types of coverings having equivalent fire-resistive properties when approved and listed by Underwriters'

Laboratories, Inc., as Class A or B, may be used. No new roof shall be covered with wood shingles, but existing wood shingle roofs may be repaired with wood shingles_with ARC approval. Otherwise, the entire roof shall be replaced with materials specified above.

Exterior wall materials - The following materials will be permitted on exteriors.

Vinyl siding

Wood: Board & Batten/Board/Plywood & Batten/Wood Siding

Masonry: Stone/Concrete/Concrete Block/Adobe/Cement Plaster

The following materials will **not** be permitted on the exterior walls of any structure: Asphalt Shingles/Asphalt Siding/Metal Siding (raw or painted)/Wood Shingles

Exterior Walls shall be carried to grade on all elevations or a lattice of wood or similar grillage having 60% solid area shall be installed between floor framing and finish grade.

Exterior color and finish - Colors that do not blend with the surroundings will not be approved for the body of the house. White fascia boards and trim are acceptable. White garage doors are acceptable. White houses are NOT ACCEPTABLE. Any light colors submitted to the committee that are questionable will be referred to the Board for final decision of approval or disapproval.

Outdoor lighting - All outdoor lighting comes under the jurisdiction of the Committee. Lighting of parking areas or entry walks may be desirable, but fixtures must be functional and enhance the overall appearance. Generally, floodlights are not desirable. Outdoor lighting shall be located so that it does not interfere with vehicular traffic, by blinding a driver or become an aesthetic detriment or nuisance to neighbors.

Signs - After approval of building plans, the display of a professionally lettered sign naming the architect, construction company or sub-contractors is permitted during the actual construction only. No such sign shall exceed 24" x 36" in size. "For Sale" or "For Rent" signs may be posted provided it does not exceed 18" x 24", is professionally lettered and contains no price; only the name, address and telephone number of the owner or his duly authorized broker.

Variances - Variances will be considered by the Committee upon receipt of a written application from the owner outlining the specific reason for a variance request. A variance granted to one individual shall not be considered to be a precedent for other such requests. Each case will be considered on its own merits. Notification must be given to adjacent affected property owners of any pending variance application. This notification must be postmarked at least 10 working days prior to the ARC meeting during which the variance application is to be decided.

Satellite dish antenna - No new dish antennas larger than 36" will be permitted.

Propane tanks - Propane tank may be located next to a structure if under 125 gallons. Propane tanks between 125 – 500 gallons must be at least 10' from living unit and 10' from property line. All tanks must be adequately screened. Location of the tank to be at the rear of the lot when possible. Installation must comply with County Safety and Fire Codes.

Air conditioners- Must be located to conform to county code and an effort will be made to minimize noise level for adjoining lots.

SUBMISSION OF FINAL PLANS FOR APPROVAL AND CONSTRUCTION

When ready to proceed with building plans, submit the following: *Application for Architectural Approval form*, properly filled out and signed with the *Acknowledgment of Understanding form* signed (last page)....Forms are also available from the OSCA office. **Four sets** of blue-line or black-line prints, each

showing the name of the owner-builder, tract and lot number, and date shall be submitted. These plans also must show at least the following: date, legal description of lot on building site with setbacks in numerals. After review and approval of these plans and specifications by the Architectural Committee, **three sets** will be returned to the applicant. An ARC approval stamp with signatures will be affixed on each sheet of the complete set of drawings. These **three sets** must then be submitted to the County for purposes of obtaining a County building permit. One set is retained in the County Building Inspector's office; one set must be kept available on the job site for inspection by the county inspector. One set of plans approved by the county must be returned to the OSCA Architectural Committee where it will be exchanged for the initial set originally retained by the Committee. This set approved by OSCA's Architectural Committee and the County will then be kept on file in the ARC Office of the Community Association.

The County Permit must be displayed on site at all times during construction until signed off by the County. All structures must be built in conformance with the approved plans.

Insurance – Insurance is required on all new construction and for exterior changes to existing structures. Oak Shores requires that contractors working in Oak Shores provide proof of workers compensation and liability insurance. Oak Shores requires the liability coverage with OSCA listed as additionally insured. If the owner is "owner/builder without service of a contractor, then Oak Shores requires homeowners general liability insurance to list Oak Shores as additionally insured for the duration of construction.

Board Policy 4-18-98 and 9-16-00.

Forfeiture - The deposit could be forfeited in whole or in part for failure to comply with OSCA regulations in effect at time of approval. The amount forfeited would depend on corrective costs. Failure to build in accordance with approved plans or to complete the exterior of the structure(s) including off-street parking, street, curb and gutter repair, if involved, within eighteen (18) months, may result in the entire deposit amount being forfeited.

Plans must be returned to the ARC **with County Approval stamp prior** to commencement of construction. Construction must begin within 180 days of plan approval or plan must be resubmitted for consideration under ARC rules then in effect

COMMENCING CONSTRUCTION

Workers and Contractors / Construction times - Workers performing services or otherwise serving as employees in or for Oak Shores are not considered "guests" and are not entitled to guest privileges, during the hours of said employment or the rendering of such services. This means that such workers are not permitted to bring pets or boats into Oak Shores during the period that their primary purpose for entering Oak Shores is to perform services as employees or contractors, etc.

Construction times restricted to:

Monday thru Friday 7am to 6pm year round...Saturday, Sundays and Holidays 8am to 5pm.

1st Offense written warning 2nd offense \$750 fine 3rd offense \$1750

Each additional offense will add a \$100 to the previous fine.

TIME LIMIT FOR CONSTRUCTION - The work of construction of any building or structure shall be prosecuted diligently and continuously from the time of commencement until fully completed, and all structures, once the foundations are erected, shall be completed in 18 months. (CC&R's Article X Section 3) Failure to comply with the aforementioned 18- month period may result in the forfeiture of your deposit.

The CC&R's permit the owner-builder to put a "tool shack" on the lot during construction to store materials and tools. The owner is also permitted to put an approved trailer on the lot for the period of time the home is under construction, as long as construction is diligently pursued and not in excess of 18 months, or until the building is completed, whichever comes first. A County permit and a sewer hook-up are required for the trailer.

CONSTRUCTION SITE APPEARANCE

Construction site shall be kept in a clean and neat appearance. In the event (in the opinion of the Architectural Committee) the site becomes unsightly, cluttered, and/or a detriment to the appearance of the community, the owner shall be notified in writing. If the site is not cleaned up within seven calendar days a fine shall commence at the rate of \$25.00 per day for thirty days, at which time a stop work notice shall be posted and SLO County Inspector notified.

CONSTRUCTION REQUIREMENTS FOR OWNERS

Construction or excavation materials shall not be placed or stored on any Oak Shores roads or streets without prior permission from the OSCA Manager. Such permission will not be given if an on-site area is available for storage. If permission is granted for street storage of material, it shall not exceed 30 days. OSCA Manager will indicate where and how such material can be stored. OSCA employees shall remove material stored in violation or without permission and the cost related to such removal shall be deducted from the construction deposit.

Cement trucks carrying loads in excess of seven (7) yards shall not be permitted to enter Oak Shores. Proof of load capacity is required at the entry gate. A fine of \$500 will be imposed for trucks found to be carrying more than seven (7) yards. Loaded cement trucks are not to exceed 10 mph.

Construction Site Electrical Service - a temporary electric pole and meter must be installed and approved by local building inspector before the commencement of construction

Construction toilets - must be provided and shall not be placed on streets.

Construction refuse - A 3 yard dumpster is required by the owner on all construction sites involving new home construction or major remodeling. Construction site, including materials and equipment, shall be kept in a clean and neat appearance. Property owners and their contractors are responsible for the prompt removal of trash and debris associated with construction. Building materials and other trash/debris are not permitted to be dumped in or near the campground, west ramp, main marina, in any Oak Shores Community containers or in any greenbelt or open space areas within Oak Shores. A fine of \$500 will be imposed.

NON-RESPONSIBILITY OF ARC

Neither the Oak Shores Community Association nor the ARC, or any member thereof, shall be responsible for architectural or other defects of any nature whatsoever in the plans and specifications or in any structure erected. Said members shall not be held liable for damages or otherwise to any member for decisions or actions made or executed in good faith in the performance of their functions. (CC&R's Article VIII Section 2)

FINAL INSPECTION

Upon completion of construction/project, clean up, all site improvements, and County final inspection, the owner shall request a final inspection by the ARC. A copy of the Final Inspection Card is required. When the ARC approves the construction/project, it will release the deposit less any portion that has been forfeited.

OCCUPANCY

No residence in any manor shall be occupied or lived in until the exterior is made to comply with all requirements set forth herein. No building or structure anywhere on any properties or lots subject to the jurisdiction of the Tract Committee (ARC), other than a completed residence, shall ever be lived in or used for dwelling purposes, including mobile homes, campers, tents, shacks, outbuildings or other structures. Nothing herein shall prohibit a contractor's tool house and his equipment being used during construction and then removed or the temporary use of a mobile home, of approved design, for such limited periods as the County of San Luis Obispo shall prescribe by ordinance and as may be approved by the Tract Committee (ARC) (CC&R's Article X Section 4)

CHECKLIST FOR RETURN OF FULL DEPOSIT

1. Complete within 18 months
2. All trash and construction material removed
3. Driveway completed as submitted
4. Ditches backfilled
5. Trailer or shed removed
6. Damage to roads or greenbelt repaired
7. Exterior painted proper color
8. Roof proper color and material
9. Exterior complete including steps and handrails
10. Remove signs
11. Propane tank screened
12. House numbers on house must be a minimum of 4" high (county code), clearly visible and a different color than the house.
13. Contact OSCA office for deposit return requests.
14. *Supply copy of County Final Inspection document.*
15. Supply Oak Shores office with copy of County Stamped plan approval.
16. Fill dirt to be removed from around base of trees.

OAK SHORES COMMUNITY ASSOCIATION
2727 TURKEY COVE ROAD
BRADLEY, CA 93426
805/472-2233 805/472-2234fax

REQUEST FOR REFUND OF BUILDING DEPOSIT AND FINAL APPROVAL PROJECT

NAME _____

TRACT/LOT _____ OSCA ADDRESS _____

.....
TO BE FILLED OUT BY OSCA OFFICE

DATE OF REQUEST _____ ARC AGENDA DATE _____

APPROVED BY _____ DATE _____

IF NOT APPROVED, REASON _____

PLEASE RETURN THIS FORM TO THE OSCA OFFICE FOR PROCESSING



POOLS AND SPAS

All pools and spas must meet San Luis Obispo County regulations for outdoor swimming pools, spas, and hot tubs.

ROAD REPAIR STANDARDS FOR OAK SHORES SUBDIVISION

In order to establish a uniform standard for repair of all roads in the subdivisions by any persons, which have caused excavations to be made in the paved roadways, the following standards have been adopted:

1. Prior to making any excavations, the OSCA manager shall be notified and written permission shall be obtained. All excavations shall be kept to a minimum size, neatly cut, and made in a workmanlike manner.
2. Excavated materials shall be removed or placed off the traveled way, whenever possible. Barricades with lights shall be placed in front of all open excavations and excavated materials,
3. All backfill procedures shall be made under the supervision of the manager or his representative. All materials used for backfill shall be approved by OSCA, before compacting in the excavation.
4. All backfill materials shall be compacted to a minimum of 90 per cent in conformance to current adopted standards of the San Luis Obispo County Road Dept. In the event of dispute as to the compactive effort being applied to the backfill procedure, OSCA may require compaction tests to be taken which shall be paid for by the persons responsible for the work.
5. After compacting the backfill, a minimum thickness of 8 inches of Class 3 aggregate base material in conjunction with 3 inches of asphalt concrete shall be compacted to the adjacent road grade.
6. All compaction procedures shall utilize pneumatic tampers or other devices approved by OSCA.
7. All excavations shall be back filled immediately. Any neglected excavations will be backfilled by OSCA and charged to the responsible persons.

It is the intent of these regulations to protect the safety and welfare of the residents of Oak Shores and to extend the useful life of our existing roadways. Your cooperation in this effort is appreciated.

ADOPTED BY OSCA BOARD OF DIRECTORS
DECEMBER 5, 1985

SHEDS

Sheds under 120 square feet do not require a county permit. ARC approval must be obtained on color, material and location.

Sheds over 120 square feet require a county permit. ARC approval must be obtained on color, material and location.

**OSCA ARCHITECTURAL CONSTRUCTION
DEPOSIT AND FEE SCHEDULE**

	<u>Plan Check Fee</u>	<u>Impact</u>	<u>Deposit</u>
*New Home Construction	\$100.00	\$1,000	\$1,500
Additions & Garages	50.00	400	600
Carports Enclosures of decks/garage	25.00	100	150
Residing – Stucco – Driveways	25.00	100	150
Decks – Patio Covers – Stairs	25.00	100	150
Sheds over 120 sq. ft.	25.00	100	150
Retaining Wall – Reroofing – Painting	25.00	40	60
Sheds under 120 sq. ft. – fences	10.00		100
Painting (change of color)			100

The Plan Check and Impact fees may be drawn on a personal check and made payable to OSCA. The Deposit fee must be a separate cashier's check (for new construction) and also made payable to OSCA.

*New construction is required to have and prepay for a dumpster for six months. The check for the dumpster is made **payable to San Miguel Garbage**. Call the OSCA office for the current dumpster rate.

Application, paint chips (if applicable), roof samples (if applicable), insurance verification, signed Acknowledgement of Understanding and fees must be submitted to the ARC for approval prior to construction.

Insurance is required on all new construction and for exterior changes to existing structures. Oak Shores requires that contractors working in Oak Shores provide proof of workers compensation and liability insurance. Oak Shores requires the liability coverage with OSCA listed as additionally insured. If the owner is "owner/builder" without service of a contractor, then Oak Shores requires homeowners general liability insurance to list Oak Shores as additionally insured for the duration of construction. *Board Policy 4-18-98 and 9-16-00.*

Final inspection and return of deposit: Upon completion of construction/project, clean up, county final inspection (if required), the owner shall request a final inspection by the ARC. A copy of the Final Inspection Card is required from the County. The deposit will be returned by OSCA check to the owner.

ARCHITECTURAL ENFORCEMENT

Owner(s) who do not follow Oak Shores Architectural Guidelines as recorded in the Oak Shores Architectural Review Committee (ARC) Guidelines may be fined as follows:

Fines shall be the same amount as the deposit, i.e., If the deposit is \$60 for painting a structure and the owner has ignored the deposit and/or has not gone thru the ARC, the fine will be \$60 in addition to the \$60 deposit. The manager is to send a written and certified letter to the owners giving said owner thirty days to comply. If the owner goes through the ARC and pays the deposit there is no fine. If the owner does not come forward and pay the deposit then the deposit and the fine totaling \$120 will be assessed following an enforcement hearing, and if not paid will remain on account against the property. A \$500 fine may be imposed if new construction begins prior to OSCA receiving \$2,600 fee and prepaid dumpster fee. *Board Policy 11/20/99 and revised 2/17/01, 01/01/02*

Appeal process - In the event that the ARC denies approval of an application for any reason you may appeal the decision to the ARC by letter or in person or you may request a review and appeal of the decision by the Oak Shores Community Association Board of Directors. Any such appeals must be scheduled in advance in order that it be added to the ARC or Board agenda.

**ARCHITECTURAL COMMITTEE GUIDELINES
ACKNOWLEDGMENT OF UNDERSTANDING**

Any plan changes, by any entity, must be submitted to the ARC for re-approval by the ARC.

I/We acknowledge that I/we have received and read the Architectural Guidelines, 01/2004 revised issue, and that I/we will abide by the regulations stated therein, as well as the appropriate CC&R's. The plans submitted herewith are, to the best of my/our knowledge, in conformance with those requirements.

(Signature)

(Tract & Lot Numbers)

(Permanent Address)

(City, State & Zip)

(Area Code & Phone Number)

(Date)