

**THREE SPRINGS
HOMEOWNERS' ASSOCIATION
PROCEDURES RELATING TO ARCHITECTURAL REVIEW AND COMPLIANCE**

A. PURPOSE

1. The purpose of the Architectural Committee of the Three Springs Homeowners' Association (TSHA) is to review plans and specifications of proposed changes or additions to any exterior surface or structure, including painting and certain landscaping. This review is performed to ensure that a uniform and attractive plan of the development is maintained so that the character and environment of the community is preserved and all homeowners are protected against loss of property values. Plan approvals by the Architectural Committee are not to be construed as evaluation of structural engineering quality.
2. The Architectural Committee will review plans to determine their compliance with the CC&Rs the Declaration of Covenants, Conditions and Restrictions Establishing a Planned Development of Three Springs, recorded on February 25, 1987 as Document No. 87-285044 of Official Records, Los Angeles County, California—and the policies enacted from time to time by the duly elected Board of Directors of the Three Springs Homeowners' Association.

B. SUBMISSION REQUIREMENTS

1. For existing residences, proposed architectural modifications, further property improvements and/or additions need to be reviewed by the Architectural Committee for compliance with the CC&Rs and TSHA policies, and all such requests must be submitted in writing on the "APPLICATION FOR ARCHITECTURAL APPROVAL" form. A fee which will be based on the type of improvement will be required for any submissions that require review of an architect i.e., room additions, structural changes, or any improvement deemed necessary by the Committee. The current fee schedule is attached.
2. In all applications for approval, two (2) copies of proposed plans and specifications must be submitted to the following address: **THREE SPRINGS H.O.A. - ARCHITECTURAL COMMITTEE**
C/O THE EMMONS COMPANY
One Boardwalk/P.O. Box 5098
Thousand Oaks, CA 91359
3. After consideration of an application, the Architectural Committee shall submit its recommendations to the Homeowner either approved, approved with condition, or disapproved. The plans will not be returned to anyone other than the homeowner.
4. Any modifications, improvements and/or additions approved by the TSHA shall be completed by the homeowner within the time set forth by the Architectural Committee, not to exceed 120 days for landscape/hardscape and 1 year for structural additions. Such time period for completion may be reasonably extended if requested by the homeowner in writing and if approved in writing by the Board of Directors.

C. REQUIRED PERMITS

Approvals of the Architectural Committee do not substitute for the homeowner's need to also secure required approvals or permits from the appropriate governmental agencies.

D. COMPLIANCE

1. In the event that a homeowner does not comply with the CC&Rs or any architectural policies as may be established by the Board of Directors, the Board of Directors may at its sole discretion impose one or a series of monetary penalties or take such other measures, as set forth below, as may be deemed necessary to gain the homeowner's compliance.
 - a). **Warning** - A warning notice will be mailed to the homeowner describing the violation, and the homeowner will be given a specified period of time within which to comply (the "Compliance Period"). This notice will also specify a date for a hearing where the homeowner may respond to the notice. The duration of the Compliance Period* will be sufficient for the homeowner to comply, given reasonably diligent attention to the matter, as reasonably determined by the Board based upon the nature of the violation.
 - b). **Fines** - Upon noncompliance within the Compliance Period, unless extended by the Board, the Board may levy one or a series of successive fines, against the homeowner. The fines for noncompliance shall be no more than \$10,000 in the aggregate per 12 month period for any single violation. The homeowner will be notified by certified mail of each fine thus assessed.
2. A homeowner may present a written appeal of any of the foregoing compliance actions to the Board of Directors of the TSHA within 45 days of posting of the notice of that action. The Board will review the appeal within sixty (60) days of receipt. During the pendency of the appeal, the Compliance Period will be stayed.

*The Compliance Period will be of reasonable duration, as solely determined by the Board of Directors in its sound discretion.

Improvement That May Require Review by Outside Architect and Fee for Review

Grading and Excavating		\$300.00
Landscaping		\$300.00
Re-Routing of Storm Water, Surface Water Drainage		\$150.00
Walls		\$150.00
Fencing		\$100.00
Wood Decks, Landscape Structures		\$150.00
Hardscaping, e.g. Walkways, Patios		\$100.00
Waterscaping, e.g. Waterfalls, Ponds		\$150.00
Swimming Pools and Spas		\$300.00
Mechanical Equipment, e.g. Pumps, Filters, Motors, Condensers, etc.		\$300.00
Shading Structures, e.g. Gazebos, Trellis		\$150.00
Green Houses		See "House Additions"
Entry Gate, Pillars, Entry Feature		\$150.00
Sports Court		\$300.00
House Additions and Remodels	One story under 500 sq. ft.	\$300.00
	One story over 500 sq. ft.	\$500.00
	Two story additions	\$750.00
	Accessory Structures, i.e. Pool Houses	\$300.00

Improvements not requiring a fee unless the Committee deems review by architect necessary:

- Painting
- Windows
- Mailboxes
- Yard Lighting
- Minor Landscape Modification