

SOUTHSHORE

PROPERTY OWNERS ASSOCIATION

C/O THE EMMONS CO.
One Boardwalk., SUITE 102
Thousand Oaks, CA 91360
(805) 413-1170 FAX 413-1190

APPLICATION FOR ARCHITECTURAL APPROVAL

APPROVED APPLICATION GOOD FOR SIX MONTHS ONLY

PLEASE FILL IN ALL SPACES COMPLETELY - ALLOW UP TO 30 DAYS FOR REVIEW
DO NOT BEGIN WORK UNTIL APPROVAL IS RECEIVED

PROPERTY OWNER		LOT #
STREET ADDRESS		
MAILING ADDRESS		
HOME PHONE:	BUSINESS PHONE:	EMAIL:

PROPOSED MODIFICATION: LANDSCAPE PATIO/WALKWAY PATIO COVER
 DRIVEWAY ROOM ADDITION PAINT POOL/SPA SKYLIGHT
 REMODEL TREE REMOVAL WINDOWS DOORS ROOF MAILBOXES
 GARAGE DOOR BLOCK WALL **OTHER:** _____

Please provide a brief description of proposed plan or modification. Architectural Applications will be reviewed upon receipt and returned within 30 days. Extensive plans that require a professional Architect may take longer and any fees generated are the responsibility of the owner. Submit 3 sets of plans - 1/8" - 1/4" scale.

For color changes indicate where each color will be used, the type of surface to be painted, i.e., stucco, wood siding, etc., manufacturer and color number. Submit three (3) sets of color chips. For reroofing, list manufacturer, roofing material and color.

NEIGHBOR ADVISEMENT

The Architectural Committee has determined that it is in our best interest to advise our neighbors of proposed improvements to our property or home and request that our adjacent neighbors sign where indicated below. This does not indicate approval, only awareness.

Neighbor's Name (Please Print)	Address:	Signature:
1. _____		
2. _____		

ANTICIPATED STARTING ANTICIPATED COMPLETION ATTACHMENTS _____ OTHER: _____

DATE: ___/___/___ DATE: ___/___/___ PLANS & SPECIFICATIONS (THREE COPIES) _____

COLOR SAMPLES (2 SQ.IN.MIN.) 3 sets _____

We, the undersigned, certify that we are the legal owners of the above property and that we agree to abide by Southshore P.O.A. CC&Rs. Approval by this Architectural Board does not constitute waiver of any requirements of applicable governing agencies. We furthermore understand and agree that building permits for home improvements are required and that the cost of the permits and responsibility of obtaining permits and subsequent inspection will be borne by us.

Homeowner's Signature _____ Date: _____

For Office Use Only		
Date Submitted: ___/___/___	Date Approved: ___/___/___	Approved by: # _____
Date Denied: ___/___/___	Reason for Denial _____	
Deposit check # _____	Received Date _____	Date Refunded _____

SOUTHSHORE PROPERTY OWNERS ASSOCIATION

FEE SCHEDULE

Revised April 18, 2019

Plans which are extensive in nature or deemed too complex for review by the Committee will be forwarded to a third-party architectural consultant for review. Fees associated with the review will be the responsibility of the owner of the home who submits the plan to pay. (refer to the below). *Please know that the Committee's intention is to review all minor applications without involving an architect and ensuring no additional fees are incurred unless absolutely necessary.

Inspection & Architectural Review Fees are payable to Southshore P.O.A. Refundable Deposits are payable to Southshore Architectural Committee.

Please write two separate checks and submit both checks and the Architectural Application Form to: The Emmons Company - One Boardwalk, Suite 102, Thousand Oaks, CA 91360.

<u>Application</u>	<u>Inspection & Architect Fee</u>	<u>Refundable Deposit</u>
New House, Major Remodel & Addition		
If review by Architect is needed	\$ 1,000.00	\$ 1,000.00
• Extensive plans that require excessive review may be subject to additional fees.		
Minor Remodel		
If review by Architect is needed	\$ 500.00	\$ 200.00
(Includes but not limited to: Deck, patio, wall, walkway, driveway, pool, spa, fence, major re-landscape, artificial turf installation, patio cover, etc.)		
• Extensive plans that require excessive review may be subject to additional fees.		
Minor Work	\$ 0	\$ 0
(Includes but not limited to: Minor re-landscape, satellite dish, garage door, roof repair, repaint, window replacement, door replacement, tree removal, etc.)		

Note: All of the above work does require an application to be submitted and approved prior to the start of work, whether there is a deposit required or not. For Example: Tree removal always requires an application, your neighbors' signatures and the architectural committee's written approval prior to the start of work, even though it does not require a deposit.

If you have any questions or concerns, please contact the Emmons Company at (805) 413-1170.

SOUTHSHORE PROPERTY OWNERS ASSOCIATION

WORK RULES FOR OWNERS, CONTRACTORS, TRADESMEN and LABORERS

- 1) **HOURS WORK IS PERMITTED:** (Site must be cleaned and cleared by 5:00 pm)
 Monday – Friday 7:00 AM to 5:00 PM
 Saturday 9:00 AM to 5:00 PM (Inside Work Only)
 Sunday No Work Permitted
 No work permitted on New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving & Christmas

- 2) **CLEANUP:** The water in streets drain to the LAKE. The Owner’s refundable deposit will be forfeited for the washing, blowing sweeping or causing any construction debris, oils, paint, repair residue, toxic or other poisonous materials to drain, flow, or blow into the LAKE. The Owner may be able to recoup fines, fees, and deposits from Contractors, Tradesmen and Laborers.

- 3) **TRASH, DEBRIS, AND TRASH BINS:** The project must be kept neat and clean and all trash must be carried off site on a regular basis. Failure to do so will result in a \$200 fine PLUS the cost to repair any damage or remove any debris.

- 4) **PROTECTION OF SIDEWALKS:** Plastic tarp or similar material cover MUST be placed on the street and sidewalk areas whenever DIRT, SOD, SAND, CEMENT or any other materials are used. Whenever possible, the Owner’s driveway rather than the street must be used for mixing materials. Debris must not be swept into the street. Failure to comply will result in the Owner’s deposit being forfeited.

- 5) **CEMENT WORK:** Any concrete spills on the Associations streets must be cleaned IMMEDIATELY. No concrete ready mix truck may be washed in the streets. All chutes are to be washed on the building site pad. Cleaning of concrete or cement handling tools or equipment, which results in residue entering the street gutters or sewers is STRICTLY PROHIBITED. Either of the following procedures are recommended for cleaning ready mix delivery chutes, mortar mixers, or tools:
 - a. **Steel Drum for Waste** The contractor shall provide a 55-gallon drum with a securable lid to be used on the job site. Ready mix truck operators and other workers may then pour all liquid cement in to the drum. At the end of the workday this drum should be securely closed and removed from the work site.
 - b. **Shallow Hole for Washing Equipment** A shallow hole may be dug in the ground (approximately 12” deep) to be used for disposal. Workers and ready-mix operators may then wash their equipment into a wheelbarrow and the liquid cement waste may be poured into the shallow hole. This will result in the water filtering down through the earth and the solidified residue may be removed the next workday.

- 6) **RESTRICTIONS ON WORKERS:** Violation of any of the following shall result in a fine to the Owner:
 - a. Alcoholic Beverages...Drugs... Intoxicants or any other controlled substances are NOT permitted on Association property.
 - b. Radios...are permitted on the project, but MUST BE KEPT at LOW VOLUME so as to not disturb neighbors.
 - c. Animals belonging to workers are to be left at home. No dogs or other animals are allowed.

- 7) **CONSTRUCTION HAZARDS:** Appropriate barriers are required for all construction hazards.

- 8) **RIGHT TO STOP WORK:** The Association has the right to stop construction work that is in violation of any of the Association’s CC&Rs, Southshore Rules, Architectural Committee Rules, or these Work Rules For Owners, Contractors, Tradesman and Laborers.

I understand that as an Owner in Southshore, I am responsible for any and all persons performing work on my property to abide by the Association’s CC&Rs, the Southshore Rules, the Architectural Committee Rules, and the Work Rules For Owners, Contractors, Tradesman and Laborers – (“Work Rules”).

I hereby agree:

- to inform any and all persons performing work on my property of these Work Rules..... _____
- to be responsible for assuring compliance to the Work Rules..... _____
- to assume responsibility for any Work Rule violation(s) which may include substantial monetary fines..... _____
- to immediately cause the stoppage of all Work on my property upon receipt of a written notice from the Association that a guideline or rule is being violated until such violation is corrected and the Association approves resumption..... _____

Owner
Initials

OWNER SIGNATURE: _____ **DATE:** _____