

WELLINGTON OWNERS ASSOCIATION
ARCHITECTURAL CONTROL POLICIES AND PROCEDURES
RIGHT OF ENTRY INSTRUCTIONS
PURSUANT TO DAVIS-STERLING COMMON INTEREST DEVELOPMENT ACT
SECTION 1378(c)

I. ARCHITECTURAL CONTROL

A. Background Information

Exterior changes and improvements to your home and certain improvements to your lot require approval by the Wellington Architectural Control Committee, pursuant to Sections 3.19, 3.20 and 3.21 of the Covenants, Conditions and Restrictions. **PLEASE READ THESE SECTIONS.**

B. Improvement/Project Requiring Approval Before Commencement:

1. Painting of the house regardless of whether the colors remain the same or are changed. We have an approved color palette. Please note:
 - a. trim & gutters must match;
 - b. garage door must match the color of the body of the house;
 - c. flat or low sheen paint only; **NO SEMI GLOSS PAINT ALLOWED**
2. Roof replacement (old roofing materials must be removed prior to the placement of new materials on the roof) or reconstruction;
3. Tree removal;
4. Front yard landscaping projects;
5. Backyard projects including pools, overhangs, projects affecting drainage, projects requiring removal or disturbance of front yard landscaping or removal of front yard fencing;
6. Any project requiring the operation or transportation of heavy equipment over any portion of the common areas, streets, or any other area maintained by the Association; and
7. Any other project requiring approval of the Architectural Control Committee including, but not limited to, any changes to the house that can be seen from the common areas.

C. How to Apply For Committee Action

1. Submit one (1) copy of the completed Architectural Control Approval Request form (attached) together with your deposit of \$1,000.00.
2. Submit two (2) sets of plans. Plans may be hand drawn to scale except for pool, remodeling additions or other structural improvements requiring the services of an architect or engineer, which must be in the form of blueprints.
3. All submitted plans must show dimensions of proposed improvements, materials and dimensions in relation to your home and adjacent lot lines.
4. For screen doors and other similar improvements, submit two (2) copies of a brochure or other available material.

5. Structural Improvement (e.g. patio trellis) – Plans must indicate the type of material to be used. If using wood, will it be natural wood, clear stained wood, or if painted, what color. If you are painting the structure, it is suggested you select the same color as your home siding or trim. If the structure is viewable from the common area, the color must be specified in the application and is subject to approval.
 6. Indicate on the Approval Request form if the front yard landscaping and/or fencing will be disturbed.
- D. Committee Action
1. If approved, you will receive an Approval Request form signed by committee members and one (1) set of plans within 30 days from submission of the request. If the project requested is approved, work must be completed within 180 days or approval is automatically revoked.

II. RIGHT OF ENTRY AND DEPOSIT

If your requested improvements will involve the removal or disturbance of the front yard landscaping or removal of your front fencing, you must comply with the following procedure **BEFORE** work commences:

- A. Complete and sign the Limited Right of Entry and Permission to Cross Landscape Easement Area (attached) form and include it with your submittal package to the Architectural Control Committee.
- B. Submit the required deposit of \$1,000.00, check payable to “Wellington Owners Association”.
- C. When the deposit is received, the Limited Right of entry form will be signed and a copy returned.
- D. Deposit
 1. Required to ensure proper replacement, restoration and cleanup of fencing, landscaping, irrigation and drainage systems which have been disturbed, removed or damaged during work.
 2. The deposit will be deposited into the Association bank account pending completion of restoration work by you or your contractor, and acceptance by the Association.
 3. Restoration consists of bringing all involved areas back to their original condition with original plant materials, irrigation and drainage equipment.
- E. Deposit Refund Procedure
 1. When all restoration work is complete, contact an Association board member to initiate an Association inspection.
 2. An inspection will then be made by (1) an authorized representative of the Association, and (2) the Association’s landscaping maintenance contractor. If the inspections indicate that additional work needs to be completed, you will be notified.
 3. If work is not completed in a reasonable period of time, after notice is given to you, the Association will have the work completed and deduct the cost of that

- work from your deposit. If the cost exceeds the amount of your deposit, you will be responsible for any additional costs the Association incurs.
4. When completed, upon inspection and approval by both the Association and its contractor, the deposit or unused portion thereof, if any, will be refunded to you.
 5. Reference to the Association's "contractor" includes but is not limited to an engineer/consultant with expertise in an area where damage is suspected to have occurred, i.e. if street damage is suspected, inspection may be done by an engineer/consultant specializing in street maintenance/repair. If damage is found, the cost of the inspection, if any, will be the responsibility of the homeowner.
 6. The Association will not hold deposits longer than six (6) weeks after the owner has notified the Association that the project has been completed, unless the Association notified the owner in writing within that six week period that its inspection has revealed corrective/reconstructive work yet to be completed.
 7. The provisions of this section will apply whether or not a deposit was required or paid prior to the commencement of the work. Further, the owner will be responsible for any additional costs the Association incurs after the deposit has been returned if damage subsequently becomes apparent within six months of the owner notifying the Association that the project has been completed.
 8. Final resolution of any of any dispute between the owner and the Association regarding costs incurred by the Association to remedy damage done will be determined at a duly noticed hearing.

III. COMMENCEMENT OF WORK

- A. Work may commence after (1) you have tendered your cash deposit to a member of the Board of Directors of the Wellington Owners Association, (2) received written approval by the Architectural Control Committee, and (3) if required, received a signed Limited Right of Entry form from the Wellington Owners Association.
- B. No sign or advertisement may be displayed on your property during the course of work or thereafter by your contractor and/or any subcontractors.
- C. Roof replacement or reconstruction and tree removal projects as well as any project requiring the operation or transportation of heavy equipment over any portion of a common area maintained by the Association, including but not limited to streets and front yard landscape areas, require compliance with Right of Entry and Deposit procedures enumerated in the Wellington Owners Association Architectural Control Policies and Procedures.
- D. Heavy equipment includes, but is not limited to, any equipment with hydraulic operations.
- E. The area is to be left in a neat and orderly manner by 6:00 p.m. each work day. Make certain that your court street is kept clean of debris. All work is to be done during work week business hours so as to minimize noise and disturbance to your neighbors.

LIMITED RIGHT OF ENTRY AND PERMISSION TO CROSS LANDSCAPE EASTMENT AREA

Wellington Owners Association (WOA) has an easement for landscape maintenance over the front yard area of lot _____ of Wellington Owners Association, owned by _____, Owner.

Owner desires to cross the landscaped front yard area for the purpose of constructing rear yard landscaping, swimming pool and/or other improvements thereon. Said work requires the disturbance or removal of front yard landscaping, irrigation system, drainage system and/or front wing fencing and gates.

In consideration of the deposit of the sum of \$1,000.00 by Owner to WOA, receipt of which is hereby acknowledged, WOA grants to Owner, and to his designated agents and subcontractors, a revocable license to enter upon, remove and replace front yard improvements for the exclusive purpose of _____ on said lot, subject to the following terms and conditions:

1. Owner's use of the front yard landscaped area is limited to ingress and egress only, and is further limited to areas for such purpose.
2. Owner shall replace or cause to be replaced all front yard landscaping, irrigation and drainage systems and any fencing removed, in the same condition as said improvements existed prior to start of work.
3. Owner agrees to abide by all applicable Architectural Control Policies and Procedures Right of Entry Instructions.
4. This license becomes effective on the date of execution by WOA, and terminates on _____.
5. Owner _____ and Owner's Contractor _____

_____ agree to indemnify the Wellington Owners Association and Johnson Ranch Community Owners Association, to defend with counsel of the WOA and/or Johnson Ranch Community Owners Association's choice, and to indemnify and hold both associations harmless from all expense, loss, damage and claims, including attorney's fees, if necessary, arising out of the acts or omissions of said owner, contractor, their subcontractors, agents, employees, and assigns, whether willful or negligent, occurring during construction of or related in any way to the work of improvement as described above. This indemnification shall include, without limitation, the following:

- (a) All foreseeable and unforeseeable consequential damages, directly or indirectly arising out of disturbance of or damage to underground cables whether telephone, cable, satellite, television or electrical, landscaping, irrigation system, fencing, drainage systems, curbs and streets.
- (b) The cost of any required or necessary repair, clean-up, removal or restoration of any of the above.

DATE: _____ OWNER: _____

DATE: _____ CONTRACTOR: _____

DATE: _____ WELLINGTON OWNERS ASSOCIATION: _____



Stormwater pollution comes from many sources.

Rain or over-watering can carry pollutants like waste oil, pesticides, paint, and pet waste down the gutter and into a storm drain. Unlike sinks and toilets, storm drains flow directly to creeks and streams.

Pollutants are carried into our waterways without treatment.

This contaminates the water we drink and play in, and can also harm wildlife.

The City of Roseville's Stormwater Management Program is committed to protecting our creeks and streams by involving and educating our residents in stormwater pollution prevention.



To report unauthorized discharges, call (916) 746-1000.

For other information, contact (916) 774-5751 or stormwater@roseville.ca.us

Stormwater Pollution... at Your House

What you can do:

Washing your car

Use minimal amounts of biodegradable phosphate-free soap. Wash your car on a grass or gravel area. Put a spray nozzle on your hose to conserve water. Empty any remaining soapy water into a toilet or sink.

Painting your house

Choose water based paints over more toxic oil based paints. Use up all the paint before disposing of the can. Let any residual paint air dry in the can then throw it in the garbage. Rinse your latex paint brushes in the sink.

Caring for your pets

Pick up pet waste. Bag it and throw it away in your garbage. Bacteria in pet waste can hurt the fish in our streams.

Watering your lawn

Apply lawn fertilizers and pesticides sparingly to reduce run off. Use non-toxic pest controls such as insecticidal soaps or ladybugs for aphids. Use grass clippings as a compost for your lawn.

Cleaning your driveway

Use an absorbent like kitty litter or sand to soak up oil and antifreeze spills. Sweep the mixture up. Bag it and throw it in the garbage. Never hose pollutants down your driveway.

Draining your pool

Call us at (916) 774-5751 to obtain approval to discharge your pool water.

*Don't let stormwater
from your house
pollute my house!*



Waste Disposal Options

Activity	Pollutant	
General	Trash and debris	Solid waste dumpster
	Aggregate, concrete, dust	Base stockpile or Solid waste dumpster
Concrete Washout	Wash water	Pump back into mixer for reuse
Vehicle Repair	Concrete	Recycler
	Antifreeze	Recycler
	Brake fluid	Hazardous waste hauler
	Waste oil, transmission fluid	Oil recycler
Vehicle Washing	Used oily parts, fuel, filters, etc.	Hazardous waste hauler
	Wash water	Sanitary sewer
Waste Handling	Sludge	Waste hauler
	Dried slurry residue	Waste hauler
Spill Control Cleanup	Spill absorbent and rags with oil, grease or paint	Hazardous waste hauler or, Solid waste dumpster

Contact the local regulatory authorities listed below to verify compliance.

What is Hazardous Waste?

Hazardous waste is a solid or liquid that because of characteristics such as flammability (e.g. solvents), corrosivity (e.g. acids and bases), reactivity (e.g. explosives) or toxicity (e.g. metals and pesticides) can be hazardous to human health or the environment.

The lab methods and concentration levels used to determine if a waste is hazardous are specified in Title 22, Division 4.5, of the California Code of Regulations. Call Roseville's Fire Department at 774- 5800 for more information.

State General Industrial Stormwater Permit

State & Federal law require concrete ready mix facilities to obtain a stormwater discharge permit. This general permit regulates specific industries such as cement manufacturing statewide. Regulated facilities must:

- ✓ File a Notice of Intent (NOI) with the SWRCB.
- ✓ Develop a Storm Water Pollution Prevention Plan (SWPPP).
- ✓ Implement Best Management Practices (BMPs).
- ✓ Eliminate unauthorized non-stormwater discharges
- ✓ Analyze stormwater runoff & visually assess BMP performance.

For more information go to:
www.swrcb.ca.gov/stormwtr/industrial.html

For More Information

City of Roseville

Environmental Utilities
Industrial Waste Section
(916) 746-1883
Solid Waste Division
(916) 774-5780
Stormwater Division
(916) 774-5751

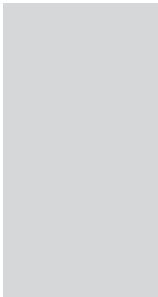
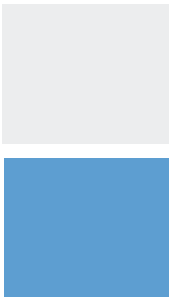
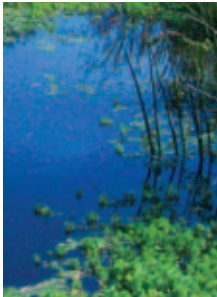
Fire Department
Hazardous Waste Division
(916) 774-5800

Planning Department
(916) 774-5332

Placer County
Health Department
(530) 745-2300

Ready Mix Concrete Best Management Practices

Stormwater Management Program



In accordance with State and Federal law, Roseville's stormwater drainage system is permitted for discharges to our local waterways. To comply with this State permit and to protect water quality in our local creeks, the City has developed a program to address discharges made to the stormwater drainage system from industrial and commercial businesses. This program includes general outreach as well as compliance inspections at local facilities.

The City's stormwater drainage system includes the surface streets, gutters, ditches, swales, drain inlets, piping, and our local creeks. Non-stormwater discharges occur when water or other fluids used in the course of business travel into the drainage system. Residuals from waste left on the ground may also flow into the stormwater system during rain events. These discharges can adversely impact local creeks if not managed properly.

Under the provisions of our State permit, most non-stormwater discharges are prohibited from entering the City's stormwater drainage system. Roseville Municipal Code Title 14.20 (<http://qcode.us/codes/roseville>) specifies these limitations, lists exemptions, and provides enforcement options for continued non-compliance.

This fact sheet identifies typical activities conducted at ready mix concrete facilities and the associated pollutant discharges. Structural and operational Best Management Practices (BMPs) which can prevent these illicit discharges are also described. This fact sheet can help you prepare for a City inspection as the activities and BMPs listed herein are integral to these inspections. This fact sheet may also be used to train your employees. The City recommends distributing copies of this fact sheet to your employees and/or posting a copy in a prominent place at your facility.

Sanitary Sewer vs. Storm Drains

The sanitary sewer system collects and treats wastewater from homes and businesses before discharging purified flows into local waterways.

The stormwater conveyance system collects rainwater from urban areas. Flows entering this system ARE NOT treated prior to release into local waterways. Consequently, pollutants entering these pipes flow directly into the environment. This can harm local wildlife and impact public health.



Best Management Practices Checklist

Implementation of BMPs can reduce or eliminate pollutant discharges from ready mix concrete suppliers to the stormwater drainage system.

General

- ☐ Routinely sweep facility grounds. Move or cover activities and materials to prevent contact with stormwater to the extent possible.
- ☐ Label on-site facility drains indicating whether the drain flows to the sanitary sewer or to a storm drain. Be sure that the drains inside your buildings connect to the sanitary sewer.
- ☐ Cement, gravel, ready mix additives, and other materials should not be disposed of in the gutters, streets or storm drains.
- ☐ Mix only the amount of concrete you need for the job.
- ☐ Schedule construction projects during dry weather when possible.

Vehicle Fueling

- ☐ Post signs that discourage topping off vehicle fuel tanks.
- ☐ Prevent runoff and runoff from fueling areas using berms, grading, perimeter drains, overhead coverage, and/or sumps.
- ☐ Pave fueling area with concrete rather than asphalt.
- ☐ Install automatic shut-offs at each fuel pump.

Vehicle Servicing

- ☐ Inspect areas exposed to rain frequently. Clean up leaks and drips. Sweep up used absorbent and dispose of properly.
- ☐ Repair or service vehicles inside a building or under covered area.
- ☐ Always use a drip pan under vehicles while unclipping hoses, unscrewing filters, or removing other parts.
- ☐ Never discharge waste from auto repair activities (e.g. antifreeze, waste oil, brake fluid) directly to the sanitary sewer inlet, a storm drain or the surrounding area.

Employee Training

- ☐ Establish a regular training schedule, train all new employees, and conduct annual refresher training. Document all training sessions.
- ☐ Train employees on the practices identified within this fact sheet and your spill control plan. Post this fact sheet in a prominent area within your facility.



Concrete Washout

- ☐ Perform wash out of concrete trucks in designated areas only.
- ☐ Do not wash out concrete trucks on unpaved facility surfaces or into gutters, streets, storm drains, or streams.
- ☐ Locate washout area at least 50 feet from storm drains, open ditches, or water bodies.
- ☐ Design and construct the washout containment area with enough capacity to completely hold liquid and waste concrete materials generated during washout activities. The area should be lined to prevent infiltration to the soil and designed to account for additional flow under storm conditions.
- ☐ Properly maintain washout area by removing settled concrete. Remove solids before washout area capacity reaches 75% full.
- ☐ Properly manage material removed from washout area by allowing material to dry prior to recycling or disposing off-site.
- ☐ Install signs adjacent to each washout pad to encourage proper use.

Outdoor Storage of Material

- ☐ Enclose or cover materials and wastes to reduce exposure to rain.
- ☐ Secure and cover open bags of cement.
- ☐ Contain and dispose of excess concrete in concrete washout.
- ☐ Protect erodible stockpiles from stormwater runoff. Cover, install sediment barriers, or implement other measures for stockpiles where significant pollutants are observed in stormwater runoff from the stockpiles.
- ☐ Manage admixtures and other liquid chemicals to reduce potential for a spill/release off-site.
- ☐ Keep lids closed on all outdoor containers including dumpsters.

Vehicle Tracking & Dust Control

- ☐ Make sure vehicles and equipment leaving the site do not track dirt, mud or concrete onto public streets or private roads. Stabilize all equipment and vehicle entrances/exits.
- ☐ Use a street sweeper or manual methods to clean visible tracking, loose material, sand and gravel from paved roads.

Vehicle Washing

- ☐ Use off-site commercial car wash when feasible.
- ☐ Or, designate an impervious area to be used solely for vehicle washing. Clearly mark vehicle washing area. Collect and dispose of washwater properly.
- ☐ Or, collect water from vehicle washing and discharge to a sanitary sewer through an approved on-site vehicle wash rack. Contact Environmental Utilities at (916) 774-5750 to obtain approval.
- ☐ Use biodegradable, phosphate-free detergents to wash vehicles.
- ☐ Use a hose nozzle or pressure washer that automatically turns off when unattended to reduce the volume of water generated by this activity.

Waste Handling

- ☐ Protect erodible stockpiles of concrete or debris from stormwater. Cover stockpiles and/or install sediment barriers.
- ☐ Recycle broken asphalt and concrete.
- ☐ Cover and contain hazardous waste containers. Keep containers closed unless actively adding to or removing from them.

Spill Control & Clean Up

- ☐ Develop and maintain a spill response plan. Ensure that it is in conformance with the requirements of your Business Emergency Response Plan and/or your Hazardous Waste Generator Contingency Plan.
- ☐ Place an adequate supply of spill cleanup materials where they can be easily accessed throughout your facility.
- ☐ Clean leaks, drips, and other spills with as little water as possible. Use rags for small spills, a damp mop for general cleanup, and dry absorbent material for larger spills.
- ☐ Clean up spills promptly. Contain spills so that they do not leave the facility property or enter a storm drain inlet.
- ☐ Dispose of clean-up materials using an appropriate waste disposal method.
- ☐ Do not overfill ready mix concrete trucks or buggies. Use guards on concrete chutes of trucks to avoid spills when driving.
- ☐ Report spills that pose an immediate threat to human health or the environment at 774-6444.



ARCHITECTURAL CONTROL APPROVAL REQUEST

Applicant/Owner _____

Property Address _____ Lot # _____

Mailing address, if different from property address: _____

City: _____ Zip: _____ Telephone: () _____

TYPE OF APPLICATION: Check all that apply

Fence/wall _____ Shed _____ Roof _____

Patio Cover _____ Landscaping _____ Trellis/Gazebo _____

Exterior Paint: Exterior Color/Brand _____

Trim Color/Brand _____

Flat _____ Low Sheen _____ **NO SEMI GLOSS PAINT ALLOWED**

Pool/Spa _____

Screens _____ Storm/Screen Door _____

Other _____

PROCEDURE: Applicant needs to submit the following:

- A. Architectural Control Approval Request form; \$1,000.00 deposit.
- B. Limited Right of Entry and Permission to Cross Landscape Easement Area form (if applicable)
- C. Site plan including: Improvements location, dimension setbacks, site drainage plan (if the existing plan will be changed).
- D. Please indicate: Setbacks: Front _____ ft.; Left Side _____ ft.;
Rear _____ ft.; Right Side _____ ft.

GENERAL CONDITIONS OF APPROVAL:

- 1. Comply with Covenants, Conditions and Restrictions, final Subdivision Map, and Wellington Owners Association policies and procedures approved by the Board of Directors.
- 2. Obtain all necessary governmental approvals/permits. Construction shall comply with applicable laws, ordinances, codes and regulations.
- 3. Construction debris and/or excavation materials must be disposed of properly and upon the completion of work daily. Adjoining properties and streets are not to be disturbed.
- 4. No construction materials or debris of any type shall be stored or dumped on any street within the development.
- 5. Location of solar units and pool equipment are to be approved prior to installation.

The undersigned applicant(s) requests approval of the improvements described above based upon he plans included with this application, and understands and agrees to comply with the general conditions stated above.

Applicant Signature _____ Date: _____

Applicant Signature _____ Date: _____

WELLINGTON OWNERS ASSOCIATION
ARCHITECTURAL CONTROL
RESPONSE TO REQUEST FOR PROJECT APPROVAL

The Architectural Control Committee has up to 30 days to review and approve applications.

Application and plans received on: Date: _____

From: _____

To Applicant:

The Wellington Owners Association Architectural Control Committee has reviewed your application and plans on _____ and resolved the following:

_____ Approved _____ Disapproved

_____ Tentative approval pending receipt of, and/or subject to the following:

Member Signature _____	Date: _____
Member Signature _____	Date: _____
Member Signature _____	Date: _____
Member Signature _____	Date: _____

The Johnson Ranch Community Owners Association has reviewed your application and plans on _____ and resolved the following:

_____ Approved _____ Disapproved

_____ Tentative approval pending receipt of, and/or subject to the following:

Member Signature _____	Date: _____
Member Signature _____	Date: _____
Member Signature _____	Date: _____