



WELCOME!

Dear Member of the Oaks at Wood Ranch HOA:

Welcome to your new home in the Oaks community! As a new resident, you may have a number of important questions about how your homeowner's Association works, and whom you can contact for more information. We hope you will take a few minutes to carefully review your welcome packet. Contained within this packet is important information about the community that you have chosen as your home.

ASSOCIATION STRUCTURE

The Oaks at Wood Ranch Homeowners Association has been structured as a non-profit corporation in the State of California, to afford you many benefits that other homeowners do not have. The primary benefit is the value and enjoyment of being part of a well-maintained community. With this goal in mind, your Board of Directors has chosen a full-time, professional property management company.

Fidelity Management Services, Inc. has been selected to ensure that the common areas are well maintained and to complete the administrative functions that need to be handled on a day-to-day basis.

The Board of Directors consist of these (5) Directors, all of whom are elected at the Annual Meeting of the Association held in April. As a California Corporation, the members of the Association elect the Board of Directors. The Board of Directors meets in regularly scheduled meetings to conduct the business of the association. Board members make the business decisions for the benefit of the association.

Typical duties of the Board include reviewing the financial records, adopting a working budget, adoption of a delinquency policy, architectural guidelines, rules and regulations and contracting with vendors as needed to maintain the common areas. Additionally, the Board is responsible for appointing members to various committees such as the landscaping, rules or other committees as determined by the Board.

If you have any interest in running for a position on the Board of Director, please contact management or attend the election meeting. Homeowners are given ample notification for monthly board meetings. Homeowners are always encouraged to attend to discuss community issues. Everyone has a voice to improve the quality of life in their community.

WHAT DOES THE MANAGEMENT COMPANY DO?

Your management company works closely with the Board of Directors to oversee the day-to-day operation of your Association. Examples of responsibilities include preparation of the financial reports and Board Packets for review by the Board of Directors and overseeing the work of all maintenance personnel hired by the Association to maintain common areas. If you have any questions about what the Association maintains, please contact your Community Manager, Steve Barkodarian of Fidelity Management Services, Inc. at (818) 883-4442 or via email at: Steve@fidelitymngt.com. For more information about your management company, you may visit Fidelity Management Services, Inc.'s web site at: www.fidelitymngt.com.

WHAT ABOUT EMERGENCIES?

For any Association emergency, which could damage life or property, please contact Fidelity Management Services, Inc. at (818) 883-4442. Listen for the important details pertaining to our 24-hour emergency response service. For all other maintenance calls, please contact us during normal business hours. Examples of Association emergencies are common area flooding or trees falling onto a car or building. Examples of NON-EMERGENCIES are dogs barking or noisy neighbors. For many emergency situations you should contact the proper response agency first, as to contact the management company first will only delay a timely response. For example, in case of fire, call the fire department first and management next.

WHAT DOES THE ASSOCIATION NEED BEFORE I MAKE INSTALLATION AND/OR CHANGES?

The Association has architectural procedures, which are outlined in the Covenants, Conditions, and Restrictions (CC&R's), for the Oaks at Wood Ranch Association. Prior to beginning any improvements to your unit/lot, you must receive written approval from the Architectural Review Committee. (See Architectural Submission Packet).

WHEN WILL I RECEIVE MY ASSOCIATION BILL?

You will receive your Association assessment bill on approximately the 1st of each month. All assessments are due and payable on the 1st of each month and become delinquent after 10 days. Technically, the account will not be assessed a late fee if payment is received and postmarked by the 15th.

Any questions regarding your billing statement should be directed to our Accounts Receivable Department at (818) 883-4442.

Included in this packet is a FAQ sheet prepared by the Board of Directors. In it, you will find answers to many questions that may arise.

You are encouraged to attend the meetings of the Board of Directors to offer your voice as a member of the Association. We hope this information is helpful to you and once again, welcome to your new home!

Sincerely,

On behalf of the
Board of Directors
c/o Fidelity Management Services, Inc.



Oaks FAQ

How do I get my name into the gate directory?

Call your property manager at (818) 883-4442 or e-mail her at the web address given on your dues statement. The directory listing can only accommodate your last name and initials.

If someone calls me from the Twisted Oak Call Box, what button do I push to let them in?

Nine. "9"

How do I get my remote control garage door openers to be programmed to open our gates to the community?

You should have received remote controls from the previous owner already programmed for that operation. But if you had to purchase new remotes, or your current ones don't work, contact your property manager, who will arrange for you to have them programmed.

When is our trash picked up?

G.I. Industries is contracted to pick up our trash, recyclables, and lawn trimmings on Mondays. Please place your trash bins on the curb no sooner than the evening before. They should be removed by no later than Monday night. G.I. Industries publishes their holiday schedule on every bill you receive. Should one of those holidays fall on a Monday, trash pickup will be on Tuesday.

The CC&R's is very technical and lengthy. Is there some other document that summarizes the rules of the community?

Yes, there is. *The Rules and Regulations* document lists many things that you should know about how the community is governed. This document is included in this packet.

What are the entry codes to the community at Twisted Oak? Can I just give out any code to whoever I want?

Because we are a private/gated community we try and maintain as much security for the residents as possible. There are two codes: One is reserved for friends and family...those

people who you want to have unlimited access to enter the community. The other code is a “vendor” code. You give this code to all vendors, gardeners, pizza delivery people, etc. This vendor code is only valid from 5AM to 9PM. It will not work at any other time. The Board tries to change these codes a few times each year.

If I am having a party and have invited many guests, how do I let them into the community? Should they call me at the call box and I let them in individually? Should I give them our code to let themselves in?

If you are having a gathering at your house, a system is in place whereby you can request your own special code to be used exclusively on the day of your event. You can include that code in your invitations or simply tell people the code. We kindly ask that you don't post a note on the call box with the code. After your event is over, the code will no longer be valid. You can choose any 4 numbers you'd like. Contact your property manager if you would like to take advantage of this arrangement. Please try and give at least 3 week notice.

I would like to give some of my exterior features a new fresh coat of paint. How do I find out what was originally used on my home?

Your property manager can give you the exact colors that were used in the original construction of your home. Each residence has a unique set of colors and they are listed by Lot Numbers. When you call your property manager be sure you have your lot number handy so they may be accurate in their information

My home has back and side wrought iron fencing. Do I have to maintain this fencing and can I change the color?

In your CC&R's there is a page titled Exhibit D. The dotted line represents the wrought iron fencing maintained by the HOA. This line basically stretches around the entire perimeter of the community and borders the open area in the middle commonly referred to as “The Donut.” Every 5 – 7 years the HOA contracts for these fences to be painted. The HOA generally only paints the fence that backs up against your property. Many homes have fencing that runs down towards their homes on either side. Those side fences are the responsibility of each resident. Some homes, particularly those on Rustic Hills that share a common fence with Oak Tree Court, are responsible for the maintenance and painting of their fences

If you are responsible for the any fence maintenance, you cannot change the color of those fences. This color is part of the master planned community for Wood Ranch. The paint used on all fences is Vista Paint, Pro-Tech Semi Gloss Industrial Oil Based Enamel...#46 Sherwood Green.

I have a lot of junk to throw away after my move-in. Can I get a trash bin to dispose of my stuff?

You most certainly can order individual trash bins through the Simi Valley approved businesses, G.I. Industries and Anderson Rubbish Disposal. These companies have contracts with Simi Valley and have set established prices for all services.

Occasionally, the HOA orders large trash bins to be placed in the community for the resident's exclusive use. An announcement will be posted ahead of time announcing the dates. Feel free to dispose of any "junk" in these bins. Please, no yard or construction debris.

Rather than dispose of my junk, I'd like to have a garage sale. But we're a gated community so how do I go about that.

Because we are a gated community we do not allow individual garage sales by homeowners. Instead we occasionally have a community garage sale where we open up the gates enabling residents to hold their sales. The garage sale is well advertised and the turnout is quite substantial, especially in those early morning hours.

Is there a directory that lists all the homeowners' addresses and phone number?

Not at this time.

My neighbor is on the Board. Shouldn't I just go to them with my question or problem?

While all Board members have a fairly good knowledge on how things work in the community, discretion should be used as to going to them with problems. They would be overwhelmed if residents bypassed the system that is in place. Your property manager, Fidelity Management Services, Inc., is there to help you with any issues that you may have. But by all means, if you've got a quick question and you see a Board member, ask away. Just save the larger issues and requests for your property manager.

THE OAKS AT WOOD RANCH
HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS

1. Lots are for residential purposes only. A home office is permitted as long as it does not increase noise, odors, pedestrian or vehicular traffic within the neighborhood. (*Article VII, Section 1,2*)
2. Signage, bills or posts are strictly prohibited within the community. “For Sale” or similar real estate signs are limited to one sign per address and cannot exceed 18” x 24”. They cannot remain in place for more than 90 days without prior Board approval. Small Security Company signs are permitted, however must be kept in good condition. (*Article VII, Section 3*)
3. No offensive activities which interfere with the quiet enjoyment of the neighborhood will be allowed. This extends to visitors and those driving within the community. Homeowners are responsible for their guests. If a guest causes damage to community property, the homeowner is ultimately responsible for any damages. All written complaints received by the Board will be investigated. Any action will be governed by the CC&R’s, Bylaws, these Rules and Regulations and applicable law. (*Article VII, Section 4*)
4. Only dogs, cats or other common household pets may be kept at any residence, and not more than two of any type. Animals may not be kept for any breeding or commercial purpose and must not cause annoyance or be considered to pose a potential danger to the neighborhood. (*Article VII, Section 6*)
5. Local leash laws apply. Owners must pick up and dispose of pet waste immediately. (City of Simi Valley)
6. Front and rear yards must contain some combination of HOA approved hardscape and landscape and be maintained in a manner that is consistent with the high standards of the community as determined by The Architectural Committee (*Article VI, Section 1*) (*Article X, Section 2,3,7*) (*Article XVI, Section 2*):
 - All lawns must be regularly maintained- mowed, watered, fertilized, and contain no bare spots, dry spots or weeds.
 - Flowerbeds and hillsides must contain HOA approved vegetation. They must be regularly maintained - watered, fertilized, contain no bare spots, dry spots or weeds.
 - Tree trimming shall be performed on a regular basis. Trees shall not be allowed to dominate one’s landscaping through sheer size or an expansive root system. The Architectural Committee will ultimately determine the maximum appropriate tree size and shape for a lot.
 - Lots cannot cause a nuisance (i.e. noise, odors, excessive dust) to adjoining properties or adversely affect property values in the neighborhood. (*Article VII, Section 4*)

7. Prior review and approval from the Architectural Committee is required before any modifications to the exterior of a residence. This includes, but is not limited to: changes in landscape or hardscape materials or design, exterior paint, fencing, the removal of trees, lawns, large plants, the addition of any structure, apparatus, equipment, swimming pool or spa. (*Article VI, Section 1*) (*Article VII, Section 5,7*)
 - No radio or television receiving or transmitting equipment or antennae, external apparatus or satellite dish antennae shall be installed on any lot except those permitted by the California Civil Code Section 4725 and /or any regulations adopted by the FCC. Roof mounted equipment must be placed in an unobtrusive area or as authorized by law. (*Article VII, Section 10*)
 - Solar arrays / panels are not allowed to be visible from the street, or surrounding properties except as authorized by law. Solar arrays / panels cannot reflect or otherwise cause disruption to surrounding homes or common areas. (*Article VII, Section 15*)
 - No artificial turf shall be installed in front yards or be visible from the street. Artificial turf is limited to back yard installation and must follow all Architectural Committee guidelines which outline quality, drainage and installation.
 - No structure, shed, play house, dog run, kennel, sports equipment, pool equipment, sauna, greenhouse or other outbuilding shall be built visible from the street or surrounding homes. (*Article VII, Section 5*)
8. Street Parking is considered temporary and is restricted to licensed, street legal vehicles with a current registration. Vehicles must remain uncovered, be operational and in good mechanical order. Street Parking is restricted to the front of one's own property unless permission is otherwise granted by the impacted neighbor(s) or The Board. The Board will only consider granting an exemption if the requesting homeowner first utilizes all available parking within one's own property (garage and driveway). Vehicles may not block driveways, mailboxes or access gates; nor can they be "stored" on the street or continuously parked for more than 72 hours. The Board will have the final determination as to what constitutes "storage" of a vehicle. All trailers, campers, motor homes, recreational vehicles, mobile equipment, boats, jet skis, snowmobiles, commercial vehicles or inoperable automobiles may not be parked on any street within the property, any common area or at any residence. The above may be stored within the confines of a private garage, out of sight of the common areas. (*Article VII, Section 8*)
9. Driveway parking is restricted to licensed, street legal vehicles with a current registration. Vehicles must remain uncovered, be operational and in good mechanical order. Vehicles may not be continuously stored in a driveway. The Board will have the final determination as to what constitutes "storage" of a vehicle. (*Article VII, Section 8*)
10. Temporary parking of two hours or less for a house trailer, camper or motor home, solely for the purpose of loading and unloading, is permitted. No vehicle may be parked on community streets longer than 72 hours. City and county vehicle and parking codes will apply. (*Article VII, Section 8*)

11. While not in use, portable sports equipment (e.g. Basketball hoops, soccer/hockey nets, skateboard ramps, rails etc.) is to be stored out of sight, within the confines of a garage or fenced back yard. (*Article VII, Section 7*)
12. Skateboarding, rollerblading, bicycling or use of scooters of any type is not permitted on the slopes, block walls or fences of the common property. Waxing of curbs or streets for the purpose of skateboarding; rollerblade ramps or structures; and sports equipment such as hockey/soccer nets that cause a danger to pedestrians, motorists or residents are not permitted.
13. All unlicensed motor vehicles, gasoline or electric powered, including but not limited to, motorized scooters, mini bikes, go carts, dirt bikes etc. are banned from the community streets and sidewalks. Such vehicles which may be licensed, may be driven only on community streets as necessary to enter or exit the community. Golf carts are permitted if driven safely by a licensed driver, but must be stored out of sight within the confines of a garage or fenced back yard.
14. Rubbish, trash and garbage should be regularly removed from residences and shall not be allowed to accumulate. All refuse containers, wood piles, clotheslines, storage areas, machinery and equipment are prohibited unless obscured from adjoining lots and streets by a fence or appropriate screen approved by the architectural committee. (*Article VII, Section 9*)
15. Rubbish and recycle containers must be placed curbside in the front of one's own lot no sooner than the evening before pickup and removed by the following evening. (*Article VII, Section 9*)
16. No owner shall interfere with his/her lot's drainage. Water must flow to the designed drainage system toward front of the property and the street. (*Article VII, Section 13*)
17. No owner shall obstruct the views of another property. Tree canopies shall be maintained in such a way as to not obstruct the views of the elevated properties above them. Exclusions to this rule include plantings in between neighbors that have been agreed upon by both parties (i.e. privacy screenings). Any plantings that may impact another's view must first receive Architectural approval. (*Article XIV, Section 1*)
18. Since this is a private gated community with limited access, yard sales, community sales, boutiques or sales involving the public are prohibited except for those sanctioned by the HOA for the entire community.
19. Residences should maintain an appearance consistent with the standards of the community. Newspaper or other paper, bed sheets and such are not considered acceptable window coverings. Homeowners shall keep all windows clear from street view (i.e. boxes, papers clutter). Window mounted air conditioning / heating units are strictly prohibited. Garages used as storage or work areas should be kept closed unless in use.

20. Dirt or construction debris must never be placed in the street but in proper containers. Any waste container that is to be placed in the street for longer than 24 hours must have the permission of the Homeowners Association. Permission will be given on a weekly or 30 day basis, as needed. Any damage done to street or common areas as the result of construction activity on their property will be the responsibility of that homeowner. *(Article VII, Section 9)*
21. Homeowners are responsible for clearing the sidewalks and gutters in front of their property. This includes the removal of any leaves, debris, trash, or weeds growing in the sidewalk and apron up to the asphalt street. This rule extends to the section of sidewalk and street adjacent to the property for homes situated on corner lots. *(Article X, Section 2,3,7) (Article XVI, Section 2):*
22. Professional work (e.g. Construction, demolition, painters, landscaping, tree trimming, home maintenance services, etc.) are restricted to M-F: 7am – dusk and Saturday: 8:30am – dusk. No professional work is to be performed on Sunday unless special permission is granted by The HOA. Homeowners are exempt from Sunday restrictions, and are allowed to perform work on their own homes M-F: 7am – dusk and Saturday and Sunday: 8:30am – dusk.
23. All outdoor landscape lighting must be kept in good working order and of the same color (e.g. Warm White). Timers are to be adjusted for seasonal changes to come on by dusk. Motion controlled security lights must be adjusted so they only trigger from within one's own property line (not from the sidewalk, common area or other adjoining property.)
24. Homeowners may lease / rent their lot in its entirety if they have personally resided in the home for a continuous 24 months prior to lease. All lease / rental agreements shall be in writing and a copy provided to the HOA. Tenants shall abide by all terms, rules and provisions of the Association. No lease / rental shall be shorter than 12 months. Total property rentals within the community cannot exceed 10% of the total homes within the community. *(Article XVII, Section 10)*

THE OAKS AT WOOD RANCH HOMEOWNERS ASSOCIATION
ENFORCEMENT POLICY

Below is an enforcement policy and fine schedule. The primary objective of the Board of Directors Rules Enforcement is rules compliance. The California Civil Code now requires all associations to publish a fine schedule. Enforcement and fines may vary depending on the Boards interpretation of the facts presented.

ENFORCEMENT POLICY
FIRST OFFENSE- COURTESY LETTER TO OWNER*

SECOND OR RECURRING OFFENSE - HEARING LETTER TO OWNER,
ENFORCEMENT IN AGREEMENT WITH THE HEARING.

SCHEDULE OF FINES

-Failure to submit architectural plans-	\$100 per week (up to four weeks) \$500 per month thereafter
-Failure to complete landscaping within 120 days-	\$1,000 per month until complete.
-Landscape maintenance-	\$100 for first violation and \$100 per week (up to four weeks) \$250 per week thereafter. \$500 for second violation and \$250 per week thereafter for repeat offences w/in one year
-Noncompliance with Rules and Regulations-	\$50 to \$500 per occurrence
-Parking Infractions, CC&R Violations-	\$50 to \$500 per occurrence

* The first violation will generally result in a warning letter unless, in the Board's opinion, the violation relates to a matter of such seriousness that it is appropriate to proceed immediately to a hearing and fine or other enforcement action.

- The above is a general list where fines are required. It is not comprehensive and additions will be made as needed.
- After being called to a hearing, a repeat offense within one year will be not be treated as a new offense, but will continue to accrue fines.
- The payment of any and all legal fees or costs incurred by the Association to enforce compliance or collect fines will be the responsibility of the owner.

- It is the owners' responsibility to inform their guests of all rules and regulations. Owners are responsible for any damage caused to common areas by themselves or their guests, including Entry and Exit gates.
- Failure to pay fines within thirty (30) days may result in legal action to collect said fines. If the Association is forced to retain an attorney to ensure compliance, collect fines, etc., the Owner may be liable for those attorney fees and all related expenses in addition to the fines.
- The minimum and maximum fine amounts that the Board may impose as set forth herein do not otherwise preclude the Board from also levying a Special Assessment as a means of reimbursing the Association for costs incurred by the Association in the repair of damage to Association property and facilities for which the Owner or the Owner's family, tenants or invitees were responsible.