

**ARCHITECTURAL CONTROL PROCEDURE**

for

**Belridge Park Homeowners' Association**

(Adopted 4-12, 2018 REF)  
[Civil Code §4765]

In compliance with Civil Code §4765, Belridge Park Homeowners' Association (hereafter, the "Association") has adopted the following Architectural Control Procedure (hereafter the "Procedure"). The Procedure applies to all members interested in making any change to their Lot, Residence, or Common Area that the governing documents of the Association require to be reviewed for approval (see current Declaration of Covenants, Conditions and Restrictions, specifically Article VII). The Procedure does not replace any other architectural rule or policy that is in the governing documents of the Association.

1. All members must submit their architectural change request (hereafter, the "Application") to the Association's Architectural Committee (hereafter, the "AC"), and when in under contract, via the Association's management representative.
2. The AC shall render a decision within thirty (30) days of the date a completed Application was received by the AC. Received by the Association's management representative is received by the AC. A completed Application shall provide sufficient detail to apprise the AC of the specific nature and extent of the proposed change or work of improvement.
3. A decision regarding a proposed Application shall be made in good faith, and may not be unreasonable, arbitrary, or capricious and be reviewed by the Board of Directors before being provided to member.
4. A decision regarding a proposed Application shall be in writing and provided to the Association's management representative for distribution to the member. If a proposed Application is disapproved, the written decision shall include an explanation of why the proposed Application is disapproved.
5. Upon completion of any approved work, the member shall give written notice to the AC, and when under contract, via the Association's management representative. Within thirty (30) days of this notice, the AC, its management representative or duly authorized representative, may inspect such improvements to determine whether the work was completed in compliance with the approval. If completed work is not in compliance, the member shall be notified in writing within thirty (30) days of this inspection, and the member shall be obligated to correct any and all deficiencies within thirty (30) days thereafter.
6. If a proposed Application is disapproved, the member may request an appeal review with the Board of Directors at an open meeting to discuss his or her request in more detail.
7. Making changes prior to receiving approval or failing to complete the approved work in compliance with the approval, may result in fines and/or removal of work of improvement at the member's expense.

End Architectural Control Procedure