



February 2019

TO: Custom Lot Owners  
FROM: The Management Trust  
RE: Architectural Review Process

***Congratulations*** on the beginning of your new home. There is so much more that makes up the fabric of your home than nails and wood; holidays, celebrations, quiet Sunday evenings and hectic Monday mornings. Your home serves as the backdrop to all of life's treasured moments. The association has contracted with architect Milton B. Goes to review the plans in the future. As before, your package should contain the Architectural Review Request Application with acknowledgment of all neighbors adjacent to your property, one (1) full set of plans and one PDF version including finished grade/spot elevations, grading plan, all four elevations of the structure, floor planes) and a color board. Send or deliver your package, along with a deposit check payable to Whitney Oaks Community Association in the amount of \$1000.00, and review fee of \$800 made payable to The Management Trust. This fee is to cover the cost of the architect review and processing costs. The deposit is for construction and compliance purposes. Any unused portion of the deposit, if any, will be returned to you. Please be certain your package is complete to avoid multiple reviews that may incur additional expense.

Our resident Architectural Review Committee will review plans for your landscaping, pools and all other exterior improvements. Again, your submittal package should contain two sets of plans with a completed Architectural Review Request Application with neighbor acknowledgment and be sent to the above address. No fee will be charged when submitting plans for this review.

We look forward to working with you through your submittal process and will be glad to assist you in any way we can. If you have any questions, please feel free to contact our office.



**WHITNEY OAKS ARCHITECTURAL REVIEW COMMITTEE**

c/o The Management Trust P.O. Box 1459, Folsom, CA 95763-1459 (916) 985-3633  
Melissa Bell, Association Manager

To: All Buyers of Custom Lots at Whitney Oaks

**RE Process for Submittal of Architectural Plans for Design Review**

In order to expedite the approval of your plans, please submit a complete package containing the following items:

1. Completed Whitney Oaks Community Association Architectural Review Committee Request **Application** (attached).
2. *Acknowledgment of all neighbors adjacent to your property is required.* Completion of the **Neighbor Acknowledgment** portion of your application is mandatory before you can submit your package for review.
3. **One (1) full set of plans and one PDF version must be submitted and should include a site plan (please show finished gradel spot elevations)/grading plan, all four (4) elevations of the structure, a floor plan(s), and a color board.**
4. The **Site Plan** should show proposed finished grade and spot elevations (see attached sample). If there are retaining walls, please show material, color, height and spot elevations for each. Please identify the proposed drainage for the lot, identify the discharge points and note any erosion control measures proposed for the lot.
5. The **Color Board** should be submitted on an 8 1/2" x 11" piece of paper and should include samples of exterior color(s). Please identify the main color, any trim color and the exterior finish. Please attach a picture of the roofing material and include the manufacturer's name. If any exterior rock or brick is to be used, please include pictures that would identify the style and color.

**No submittal package may be submitted without all of the above items being included and will be rejected. The package will not be accepted for submittal to the Committee for review until the submittal package is complete.**



RE: Process for Submittal of Architectural Plans for Design Review Pg.2

Once your package is complete, please deliver it to:

Whitney Oaks Community Association  
Attn: Architectural Review Committee  
c/o The Management Trust  
P.O. Box 1459  
Folsom, CA 95763-1459

The approval process can take up to a maximum of sixty (60) days. At that time, you will receive a letter from the Whitney Oaks Architectural Review Committee indicating whether or not your plans have been approved as submitted.

Once approved, a lot inspection will be completed to identify any portion of the lot that may have any damage prior to the start of construction and prior to picking up your approved plans from the Association's office in Folsom.

You as the homeowner/builder will be required to post a refundable \$1000 deposit and non-refundable \$800 review fee per the terms and conditions as outlined in the attached **Construction and Compliance Security Deposit Procedures** form. The deposit check should be made payable to the Whitney Oaks Community Association, and the review fee payable to The Management Trust. Both payments are due at the time of application and plan submission. Upon completion of your home, you should contact the Homeowner's Association to inspect your lot once again so that you can request a return of your deposit less any damages that are attributable to the construction of your home.

Compliance with the attached **Builder/Owner Responsibility List is required.** Please review this list with your builder during the planning stages of your home.

Your cooperation with the above process will help to ensure the integrity of Whitney Oaks. Please note that the Committee must also approve any changes and/or modifications to the approved plans during or after construction. Any homeowner not following the above procedure will be subject to a Cease and Desist Order and/or any fines as outlined in the CC&R's, at the discretion of the Architectural Review Committee, the management of the Homeowner's Association and its Board.

Any questions regarding this procedure should be directed to Melissa Bell or Brittany Hanson at The Management Trust at (916) 985-3633.



## WHITNEY OAKS

### BUILDER/OWNER RESPONSIBILITY LIST

- . The Lot Owner and/or Builder shall be responsible for their own Storm Water Pollution Prevention (SWPP) (NPDES) and erosion control measures to comply with City, County and State regulations.
- . The Lot Owner and/or Builder shall be responsible for complying with any and all rules and regulations and laws of the City of Rocklin, Placer County, the State of California and any Federal mandates applicable to the construction of their home.
- . Lot Owner shall designate a location within their own property for cement truck washout and painter's cleanup. These areas will be properly protected to prevent erosion and to contain all cleanup materials on site. This area will be cleaned up upon completion of construction and properly disposed of.
- . The Lot Owner will follow City of Rocklin tree fencing regulation for trees to be saved during the course of construction.
- . The Lot Owner shall be responsible to ensure that all building materials, landscape materials or any other materials shall not be stored at any time within the street, sidewalk or common area. If any materials storage or access is proposed to be on or across another property, the lot owner must get written permission from that adjacent property owner.
- . Lot owner shall keep the street in front of their lot clean by sweeping or washing as needed to the satisfaction of the Whitney Oaks Community Association. Any deliveries placed on the street must be placed on  $\frac{3}{4}$ -inch plywood and removed before 5:00pm on the date of delivery.
- . All de-watering activities shall comply with discharge requirements for the State of California Water Resources Control Board. Water shall not be pumped out to the golf course, any drainage channels or any open space areas.



# WHITNEY OAKS COMMUNITY ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE REQUEST APPLICATION

## CUSTOM HOME PLANS AND CUSTOM LOT LANDSCAPING SUBMITTALS

**NOTE: Plans should be submitted at least 60 days before activity begins.  
All applications should be submitted with a plan to scale. An \$800 processing fee must be submitted with application, made payable to The Management Trust.**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(PLEASE PRINT)

ADDRESS: \_\_\_\_\_ UNIT NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_  
(Current Mailing Address)

PHONE: (H) \_\_\_\_\_ (W): \_\_\_\_\_ PROPOSED COMPLETION DATE: \_\_\_\_\_

### CUSTOM HOME PLANS WITH INITIAL SUBMITTAL

**Submit One (1) Full Set and one PDF version (Required)**

- Complete** Floor Plans  
Site Plan(s) (Show finished grade/spot elevations)
- Elevations (front, back and side)
- Color Board (must identify roofing material)
- Landscape plans (may be submitted at a later date)

Plans must be submitted to:

WHITNEY OAKS COMMUNITY ASSOCIATION  
Attn: Architectural Review Committee  
C/O The Management Trust  
P.O. Box 1459  
Folsom, CA 95763-1459

### LANDSCAPING PLANS – Custom Homes Only

**Submit One (1) Full Set and one PDF version (Required)**

- Front Yard Landscaping
- Rear Yard Landscaping

**All landscaping plans not submitted with an initial custom home submittal should be submitted to:**

WHITNEY OAKS COMMUNITY ASSOCIATION  
Attn: Architectural Review Committee  
C/O The Management Trust  
P.O. Box 1459  
Folsom, CA 95763-1459

**Please be sure to complete the reverse side of this application before submittal. Neighbor Acknowledgement is required on all applications.**

**Additional Comments:**

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**Acknowledgment of all neighbors adjacent to your property is required. To expedite the processing of your application, please present and explain your plans to all adjacent neighbors and have them sign in the appropriate place on the reverse side of this form.**

**Please Note: You will be required to complete a Construction and Compliance Security Deposit Form and submit the completed form along with a \$1000 refundable deposit prior to the review and approval of your plans.**



Prior to the review of your plans, a \$1000 Construction and Compliance Deposit is required, along with an \$800 review fee. Please make your deposit check payable to the Whitney Oaks Community Association, and the review fee payable to The Management Trust. Upon receipt of your payments and plans, they will be sent to Whitney Oak's Architectural Review Committee for review. You will be notified of approval, or advised if revisions are needed. Please address your application and plans to Brittany Hanson, the Architectural Application Coordinator for the Whitney Oaks Community Association. If you have any questions please contact her at (916) 985-3633 Ext. 5104 or [Brittany.Hanson@ManagementTrust.com](mailto:Brittany.Hanson@ManagementTrust.com).

**OWNER SIGNATURE:** I/we have reviewed the Architectural Rules and agree to comply with them as well as any contingencies imposed by the Association:

Signature(s): \_\_\_\_\_ / \_\_\_\_\_

**NEIGHBOR ACKNOWLEDGMENT:** I have reviewed the plans of \_\_\_\_\_ and am aware of all their proposed alterations/improvements shown on the attached plan.

LOT #	NAME (PRINT)	SIGNATURE	PHONE #	DATE

**ALL SUBMITTALS FOR CUSTOM HOMES and CUSTOME LANDSCAPING SHOULD BE TURNED IN TO:**

**WHITNEY OAKS COMMUNITY ASSOCIATION  
Attn: Architectural Review Committee  
C/O The Management Trust  
P.O. Box 1459  
Folsom, CA 95763-1459**

**Questions? Contact Brittany Hanson at:**  
[Brittany.Hanson@ManagementTrust.com](mailto:Brittany.Hanson@ManagementTrust.com) or 916-985-3633 ext. 5104

**For Association Use Only:**    \_\_\_\_\_ **Approved**    \_\_\_\_\_ **Not Approved**    \_\_\_\_\_ **Conditionally Approved**

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





### Construction and Compliance Security Deposit Procedures

All architectural applications submitted to the Whitney Oaks Community Association requesting approval for the construction of a residence must include a security deposit ("Security Deposit"). The Security Deposit shall be in the amount of One Thousand Dollars (\$1000.00) and shall be held, administered and distributed by the Association in accordance with the procedures set forth below.

1. Definitions:
  - a. Adjacent Street Improvements: The sidewalks, curbs, gutters, and paving or other site improvements within the street rights-of-way immediately adjacent to the Lot.
  - b. Association: The Whitney Oaks Community Association, a California nonprofit mutual benefit corporation.
  - c. Lot: The residential lot on which the residence is proposed to be constructed.
  - d. Owner: The Lot Owner
  - e. ARC: Architectural Review Committee
2. Damage to Adjacent Street Improvements: Before obtaining a building permit for the construction of the residence, Owner shall be responsible for all damage to the adjacent street improvements and request a joint inspection. Except for damage noted in the Joint inspection, Owner shall be responsible for all damage to the Adjacent Street Improvements, which occurs prior to the date that the Security Deposit is refunded to Owner, whether or not such damage is the responsibility of the Owner and Owner's Employees, contractors, subcontractors or suppliers. Owner agrees to make such repairs to the Adjacent Street Improvements to the full satisfaction of the Association, ARC and any appropriate governmental agencies.
3. Street Cleanup: Owner agrees to clean daily (and prior to 3:00 p.m. on every Friday) any mud, dirt or debris from the street rights-of way caused by or the result of construction activities.
4. Other Damage and Cleanup: Owner acknowledges that the construction of a residence may cause damage to Association improvements in open space areas, common areas and other portions of Whitney Oaks may require general cleanup of debris resulting from the construction of Owner's residence. Owner agrees to repair any such damages and to remove any such debris from the open space, common areas or other areas which is caused by or the result of construction activities conducted by Owner or Owner's employees, contractors, subcontractors, or suppliers.
5. Storage of Debris: Owner hereby agrees that Owner shall store all trash and debris in appropriate containers. Such containers and any stored material shall not be located upon any street, curb, sidewalk, or adjacent property or within ten (10) feet of any curb. All uncontained debris shall be removed by 3:00 p.m. each Friday or, if sooner, within (3) days after receipt of a demand from the ARC or the Association
6. Application of Security Deposit: The Association shall deposit the Security Deposit into an interest bearing account and interest shall accrue to the benefit of the Owner. In the event that Owner does not (a) make any repairs as required by 2. or 4., above, within ten (10) days after delivery of written notice by the Association, or (b) remove any material, trash or debris as required by 3., 4. or 5., above, within three (3) days after delivery of written notice by the Association (by 3:00 p.m. on any Friday, in which case no notice is required), as the Association shall have the right, but not the obligation, to perform such repairs, replacements or removal and the cost thereof shall be promptly reimbursed to the Association by Owner. In addition, either the Association or ARC shall be entitled to construct temporary screening to prevent debris from entering open space, common area or other areas and the cost thereof shall be promptly reimbursed to the Association by Owner.
7. Refund of Security Deposit: The Owner shall notify the Association as soon as the residence has been completed per approval granted by the ARC. Within ten (10) days after the last day of the calendar quarter during which the Association receives such notice, the Association shall inspect and accept or reject the condition of the condition of the Adjacent Street Improvements and substantial compliance to ARC approval. As soon as the condition of the Adjacent Street Improvements has been accepted, and verification of compliance to ARC approval, the association shall refund the entire Security Deposit, less any unrestored amounts applied pursuant to 6., above, with interest.

Owner agrees that the Security Deposit shall be held, administered and distributed as set forth in these Construction and Compliance Security Deposit Procedures.

**Owner(s)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address