

# WELCOME

*We're glad you're here!*

Here are some quick answers to some common questions:

## **BIRTHDAY CREDIT:**

Each owner, up to 2, receives a \$25.00 credit towards a delectable meal at *Bluewater Bistro* prepared by our Executive Chef, Kenneth Topp, and his staff. You will see your Member BD Credit on your statement.

## **CARD ACCESS SYSTEM:**

When visiting the Clubhouse, please carry your member ID card. Your member ID card allows you access to the lower level Clubhouse entrance, the gym, and pool gate. Without your card, entrance is not permitted.

## **HOW DO YOU GET THE MEMBER ID CARD:**

Email a .jpg headshot to [bhadmin@kempersports.com](mailto:bhadmin@kempersports.com) referencing your parcel number and name that corresponds with the picture. We may have additional questions, so please include current contact information.

## **WHO GETS A MEMBER ID CARD:**

See Chapter 1 BHHA Community Rules, Page 1, & 2, Community Rules., a) Common Areas., ii) Use of Amenities.

And, review the Amenity Use Policy and Agreement located in the front sleeve inside the envelope.

## **NEWSLETTER:**

The monthly newsletter will be available at [www.bhha.org](http://www.bhha.org) after signing up. Also, the Harbour Tidings will be emailed to all owners that signed up around the first of each month.

<b>1</b>	<b>Welcome to Bodega Harbour</b> Board of Directors 2018-2019
<b>2</b>	<b>Design Guidelines &amp; Construction Regulations</b> Design Forms
<b>3</b>	<b>Landscape Guidelines</b>
<b>4</b>	<b>Bodega Harbour Telephone Numbers</b>
<b>5</b>	<b>Emergency Planning</b>
<b>6</b>	<b>Links at Bodega Harbour</b>
<b>7</b>	<b>Bluewater Bistro &amp; Yacht Club</b>
<b>8</b>	<b>New Homeowner Questionnaire</b>



# Welcome to Bodega Harbour

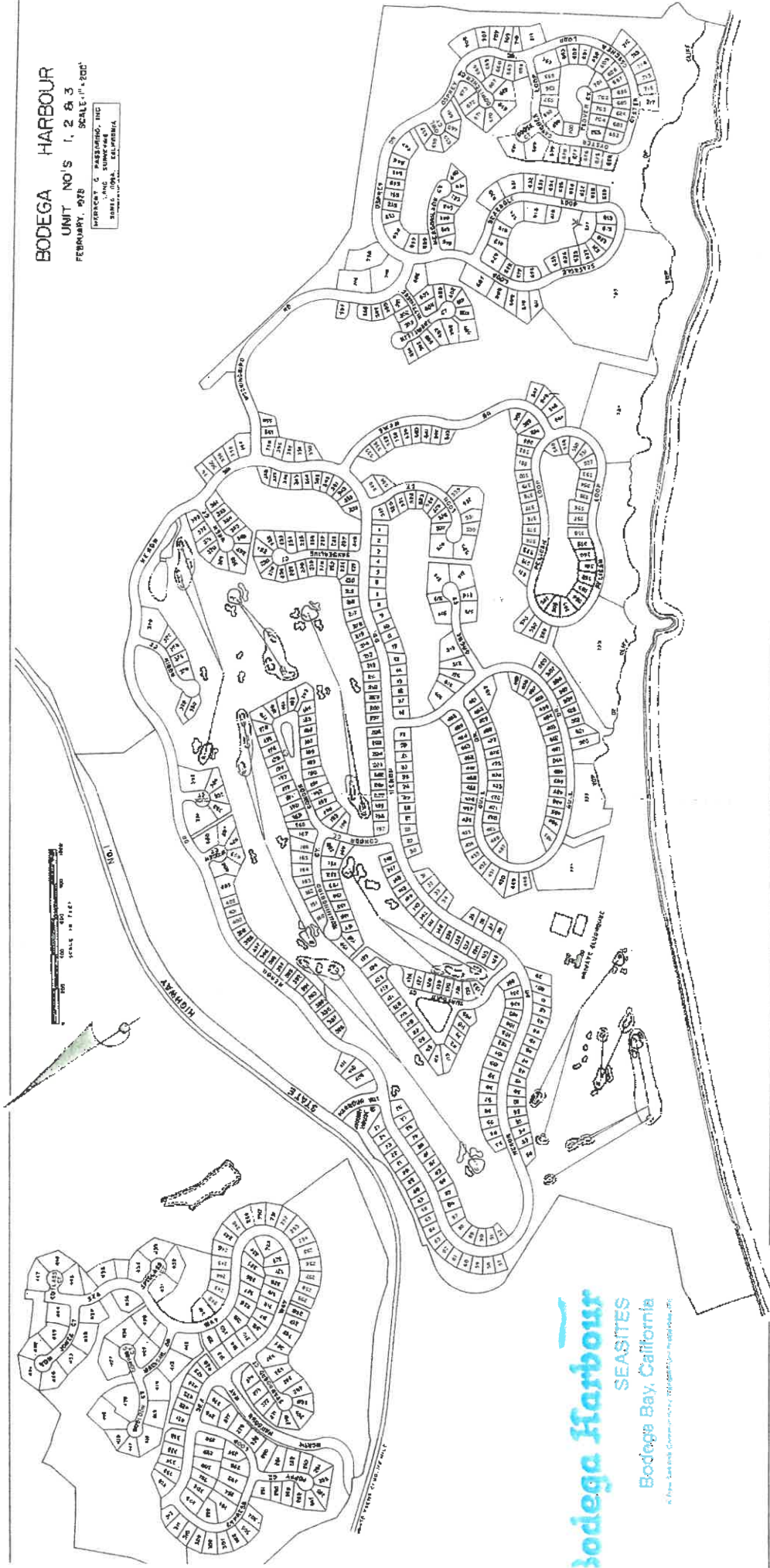
Board of Directors  
2018-2019

**BODEGA HARBOUR**

UNIT NO'S 1, 2 & 3

FEBRUARY 1978 SCALE: 1" = 100'

HYDRE-TEC ENGINEERING, INC.  
3000 S. GARDEN ST.  
SANTA ANA, CALIFORNIA



**bodega harbour**  
SEASITES  
Bodega Bay, California  
A Fine Living Community. 415/438-1111

## Welcome to Bodega Harbour Homeowner's Association (B.H.H.A)

We hope to have a long and mutually rewarding relationship with you. The Association provides an exceptional environment in which owners and guests may enjoy a fine assortment of social and recreational amenities, including a clubhouse with a remodeled restaurant and lounge, tennis/pickle ball courts, swimming pool, locker rooms, beach access and a world class 18-hole golf course. The golf course, restaurant and lounge are open for the use by members, guests and the public year-round.

**In addition, Bodega Bay also offers:**

### Visitors Center

913 Highway I, Bodega Bay  
(707) 377 4459

The Sonoma Coast Visitors Center provides friendly and quick answers to your questions about more than 50 miles of beautiful Sonoma Coastline. This includes information on dining, lodging, beaches, local businesses, wineries, fish charters plus information on "things to do" while in Bodega Bay and surrounding towns

### The Grange Hall

1370 Bodega Ave., Bodega Bay  
[Bodegabaygrange.org](http://Bodegabaygrange.org)

The Bodega Bay Grange 777 is a community service organization dedicated to being responsible stewards for our coastal region. The Grange offers hall rental and local scholarships. Through a grant from Noah's Wish Foundation, it also offers a place to keep refrigerated pet medicines in the event of a disaster. Please refer to <http://tinyurl.com/bodegabaypets> to register your pets.

### Bodega Bay Chamber of Commerce

[Visitbodegabayca.com](http://Visitbodegabayca.com)

The Bodega Bay Chamber of Commerce is led by a group of volunteers representing area businesses and community members. Membership is open to both businesses as well as individuals. They host a monthly "Business After Hours" event on the third Thursday of each month.

### University of California, Davis

Bodega Marine Laboratory  
2099 Westside Road, Bodega Bay  
(707) 875 2211

The mission of this UCD lab encompasses research, teaching and public education in marine and coastal terrestrial science. Resident classes and field trips provide instruction to both undergraduate and graduate students in various aspects of marine biology, oceanography, and coastal ecology. Public programs include tours, seminars and classes.

Bodega Bay Post Office

*537 Smith Brothers Rd.*

*(800) 275 8777*

The local post office offers a post office box free for homeowners since there is no mail delivery to either the North or South Harbour residential areas. To obtain a post office box you must provide a photo ID and a document that states you are indeed a Bodega Harbour resident. There is a limit of one 3in x 5in mail box per Harbour address.

Historical Society

*Robbin Rudderow, Archivist*

[\*rbhs@bodegamoons.net\*](mailto:rbhs@bodegamoons.net)

[\*www.ranchobodega.org\*](http://www.ranchobodega.org)

The Rancho Bodega Historical Society (RBHS) was started in 1990 and approved by both Federal and State as a non-profit organization for the purpose of education and preserving the history of this area. Members enjoy a quarterly newsletter as well as interesting speakers and exciting field trips. Annual dues are collected by this organization.

**Volunteer Opportunities include:**

Bodega Bay School

[\*http://bodegabav.shorelineunified.org\*](http://bodegabav.shorelineunified.org)

*(707) 875 2724*

The local elementary and preschool are always in need of volunteers.

Stewards of the Coast and Redwoods

*Kat Rawhouser*

[\*kat@stewardscr.org\*](mailto:kat@stewardscr.org)

Help educate and connect visitors to their parks. Several location sites to choose from, including redwoods and coastal areas.

Sonoma Land Trust

[\*info@sonomalandtrust.org\*](mailto:info@sonomalandtrust.org)

*(707) 526 6930*

Since 1976, the organization has protected over 48,000 acres of scenic, natural, agricultural and open landscapes of Sonoma County for the benefit of the community and future generations. You can sign up for their newsletter online as well as volunteer opportunities that's are currently available.

Waves of Compassion

[\*bbwocfb@gmail.com\*](mailto:bbwocfb@gmail.com)

*PO Box 1015*

*Bodega Bay, CA 94923*

This food pantry held twice a month provides support to our local coastal community in times of need. This 501C3 non-profit relies on fundraisers, donations and grants to operate. Currently the pantry is held at the Grange, 1370 Bodega Ave.



## *Bodega Harbour Activities*

There are several social groups and activities to engage in. Below is the contact list for every group along with a brief description about them.

### *Wine Tasters:*

*Barbara Bowen*

[barbbowen@aol.com](mailto:barbbowen@aol.com)

This group is open to all Bodega Harbour Homeowners. They meet monthly, on the third Thursday of each month at 6:30 p.m. at the Yacht Club. To receive email notices of tastings and to sign up to attend, simply send your name and email address to the contact listed above.

### *Exercise Group:*

*Betsy Spann*

[bspenn@earthlink.net](mailto:bspenn@earthlink.net)

Participants meet at 8:00 a.m. on Mondays, Wednesdays and Fridays at the Yacht Club for a one-hour toning, stretching and low-impact aerobics class with a slow cool-down for full body exercise. Weights are available. There is no fee or sign-up, just show up!

### *Golf Club:*

*Men's – Bob Haire*

*(707) 875-2135*

*Women's – Jane Vail*

*(707) 875-3711*

### *Investment Club:*

*Bob Haire*

*(707) 875-2135*

*Susan Williamson*

[geoew@comcast.net](mailto:geoew@comcast.net)

The Bodega Harbour Investment Club is limited to 25 residents. Meetings are on the second Wednesday of each month at 3:00 p.m. at the Yacht Club. There is no financial advisor; the members have a variety of business backgrounds including monetary affairs.

### *Literature Group*

*Ellen Ramirez*

[edeh1017@gmail.com](mailto:edeh1017@gmail.com)

Residents interested in reading and critiquing a variety of literary works are welcome. Meetings are held on the first Monday of the month at 3:30 p.m. in the Bluewater Bistro dining room. Members suggest the books to be read with the final selection determined by a volunteer committee. Typically, the selected titles include 25% non-fiction (biography and history) and 75% fiction (predominately late 20<sup>th</sup> century) and a few classics. A member "Presenter" introduces the book for the month.

## *Sea Gals*

*Kelly Adams*

*(925) 848-9150*

[\*Mail4kellyadams@yahoo.com\*](mailto:Mail4kellyadams@yahoo.com)

This club was established in 1978 as a non-political organization committed to providing social and philanthropic activities for its members and to support Bodega Harbour and Bodega Bay community events. The Sea Gals is comprised of Bodega Harbour women homeowners, property owners and long-term renters. Luncheon meetings are held at the Bluewater Bistro on the second Wednesday of every month at 11:30 a.m. and include a variety of entertaining and instructional programs. The programs involve interesting speakers on a variety of topics, an annual Fashion Show, House and Garden Tour and outings to regional sites. Annual membership is \$20. Sea Gals announcements for upcoming events are published monthly in the Bodega Harbour newsletter, *The Harbour Tidings*.

## *Community Garden*

*Mac Carpenter*

*(707) 875-9270*

There are 10 raised garden plots located at Bruhn Ranch, each measuring 4' x 10', available for the use of members. This specific location is further from the coast where it receives sunlight and is also protected from the strong winds. The garden is completely fenced, lighted and water is available at every plot. Each raised garden plot has a heavy-duty wire mesh and sand base to prevent damage from gophers and other small animals.

## *The Harbour Tidings*

*Admin Office*

[\*bhadmin@kempersports.com\*](mailto:bhadmin@kempersports.com)

The Association publishes online a monthly newsletter for all members. It is an important informational guide containing all monthly Board meeting minutes, current projects and actions under consideration by the Board, as well as committees, activities and programs relating to your memberships. Please refer to this publication for current information regarding the Association. If you'd like to receive a hardcopy of the Tidings, please contact the administration office.



# BHHA COMMUNITY RULES

## GUIDELINES AND RULES FOR COMPLIANCE WITH THE BODEGA HARBOUR HOMEOWNERS' ASSOCIATION (BHHA) COVENANTS, CONDITIONS & RESTRICTIONS (CC&Rs)

### Introduction.

All residents, owners, guests and tenants have the reasonable expectation of residing in a safe, quiet and peaceful residential community. These Community Rules reflect our CC&Rs and policy. Their enforcement provisions are applicable to all owners, guests, tenants, and lessees (also referred to as occupants). Homeowners are responsible for the actions of their tenants and/or guests, and are subject to fine(s) for non-compliance. (See CC&R 7.11, 8.1)

### 1) Community Rules.

#### a) Common Areas.

"Common Area(s)" shall refer to that portion of the property (and all improvements thereon) owned and/or leased by the Association for the common use and enjoyment of the owners, and when required by law, the public. (CC&R 1.6)

##### i) Use of Common Area.

The Common Areas are for the use of members for any recreational activity that does not injure or scar the area or cause unreasonable embarrassment, disturbance, or annoyance to any other owner. Nothing shall be stored in the Common Area without the prior consent of the Board. No camping, fires, or animals not on a leash shall be permitted in the Common Areas. (CC&R 7.6)

Members' family members and accompanied guests (in accordance with the BHHA Amenity Use Policy) may use some Common Areas. Common Areas are not open to the public or short-term tenants.

(See the BHHA Map for common areas where access is allowed by members, their family members and guests; the location of Shorttail Gulch Trail and Pinnacle Gulch Trail and related parking for beach access are open to the public).

##### ii) Use of Amenities.

Amenities (pool, sauna, tennis courts, exercise facility, as described in the Amenities Policy) are for the use of members/owners, and in some instances, family members with access cards, and tenants (long-term rentals) with a rental lease of six months or longer. Access by long-term tenants is obtained by filing a copy of the lease with the administration office.

Family members with access cards and their guests are welcome to use the amenities, with the exception of the exercise facility. That amenity is available to members and family members with access cards.

## BHHA COMMUNITY RULES

Members and long- and short-term tenants may use the playground, basketball, bocce, and have clubhouse beach access. (See CC&R 2.4 and Amenity Use Policy)

### Summary Amenity Use Chart:

Category/Amenity	Pool, Locker Room & Sauna	Exercise Room	Tennis/Pickle Ball	Playground, Basketball & Bocce	Clubhouse Beach Access
Members & Accompanied Guests (a)	Yes	Yes (No Guests)	Yes	Yes	Yes
Family of Member with cards & Accompanied Guests (b)	Yes	Yes (No Guests)	Yes	Yes	Yes
Long-Term Renter/Tenants & Accompanied Guests (c)	Yes	No	Yes	Yes	Yes
Short-Term Tenants	No	No	No	Yes	Yes

See Amenity Use Policy for complete policy and definitions of a-c.

### iii) Golf Course.

The golf course and cart paths are for registered golfer use only; there is no trespassing on the golf course at any time (except where otherwise posted). Golf course boundaries are marked by white stakes. (See Trespassing Policy)

### b) Use of Lot/Residence.

Lots shall be used for residential purposes by the occupants (owners, guests, tenants and lessees). Residences must not be used for commercial or other non-residential uses, except that an owner may use the home as a combined residence and executive or professional office. (See CC&R 7.1)

#### i) Emergency Contact Information.

Owners must provide the BHHA with a 24-hour working phone number of the property owner, property manager or other designated representative who can respond to on-site emergencies, issues or complaints. Owners must also provide the BHHA with up-to-date information on whether a residence is occupied by an owner (permanent or second home), or long-or short-term tenants or lessees. Owners of short-term rentals must provide their Transient Occupancy Tax (TOT) number.

Owners are encouraged to notify BHHA Administration of the use of residency by other than the owner. Notification may be written or emailed and must contain the address, the name of a contact, a phone number and dates of use.

(BHHA Administration should know whether residences are occupied or not for safety, emergencies and complaint resolution. This information is private and not subject to BHHA disclosure to third parties.)

## BHHA COMMUNITY RULES

### ii) Maximum Overnight Occupancy.

Maximum overnight occupancy for Bodega Harbour homes shall be up to a maximum of two (2) persons per sleeping room or guestroom, plus two (2) additional persons per property, excluding children under three (3) years of age.

### iii) Maximum Number of Guests and Daytime Visitors.

The maximum number of total guests and visitors allowed at any time in a single Bodega Harbour home (except during special events) should not exceed the maximum overnight occupancy plus six (6) additional persons per property during the daytime, excluding children under three (3) years of age.

Daytime visitors should not be on the property during quiet hours (10pm to 7am).

### iv) Special Events.

Special events exceeding 18 persons are permitted between 7am and 10pm. Owners are encouraged to provide at least a 24-hour notice to the BHHA Administration (during office hours) and provide estimates of the number of guests and visitors with event start/end times, and are encouraged to inform their neighbors.

Notwithstanding, maximum guest limits may be exceeded on the following national holidays: Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve and Christmas, so long as the holiday event and guest numbers are reasonable and do not impose on neighbors.

### v) Noise and Nuisance.

No noxious, illegal, or seriously offensive activities shall be carried on upon any lot, or any part of the property, nor shall anything be done thereon which may be or may become a serious annoyance or a nuisance to or which may in any way interfere with the quiet enjoyment of each of the owners of his respective lot. (CC&R 7.2) Special consideration is to be given between the quiet hours of 10pm to 7am.

No noxious or offensive activities (for example, the operation of drones, or loud sounds) shall be carried out in residences or in the common area.

**Prohibition of Drones.** A "Drone" is defined as any powered, pilotless aerial vehicle. Drone operation over Bodega Harbour is permitted only by

- Activities of law enforcement, firefighting, and other public safety or government agency personnel.
- Bodega Harbour programs duly approved by the Board of Directors, as implemented and supervised by the BHHA Administration, with notice to the membership. Owners shall inform the BHHA Administration of the limited professional use of drones for real estate marketing purposes.

**Exclusions.** Nuisance noise does not arise from:

- Authorized, routine, or customary BHHA or private-party construction, maintenance, yard care, management, delivery, or refuse collection activities between 7am and 7pm;

## BHHA COMMUNITY RULES

- An emergency or emergency response, including power outages and restoration of utility service, rescue and medical services, and work necessary to protect persons or property from imminent threat or hazard;
- Otherwise lawful activities of law enforcement, firefighting, and other public safety or government agency personnel.

### vi) Outdoor Fire Areas.

Outdoor fire areas, when not prohibited by state or local fire bans, may be allowed but shall be limited to 3 feet in diameter, shall be located on a non-combustible surface, and shall be extinguished as soon as it is no longer in use or by 10:00 pm, whichever is earlier. Wood or charcoal fire areas covered by a fire screen and that meet the above requirements are allowed. No unenclosed fires shall be located within 25 feet of a structure or combustible material. Fire pits approved by the BHHA and BBQs used in accordance with manufacturer's directions are allowed.

### vii) Vehicle Restrictions.

No trailer, detached camper, mobile home, commercial vehicle, truck (other than standard size pickup truck or standard size van), boat, inoperable automobile or similar equipment shall be permitted to remain upon any lot, other than on a temporary basis, unless it is parked within an enclosed garage. (See CC&R 7.3)

Campers, trailers or motor homes cannot be used as living quarters within Bodega Harbour. (See CC&R 7.1)

Recreational vehicles may be parked on a homeowner's lot subject to these restrictions:

- No overnight occupancy of recreational vehicles
- Not more than 96 total hours on the property owner's lot in any one calendar month
- Not more than four "stays" on the property owner lot in one calendar month
- No stay will be more than 48 hours in duration
- There will be a minimum of 24 hours between any two stays

(See CC&R 7.4)

### viii) Parking.

Vehicles should be kept or parked overnight in the driveway or garage, where feasible. Street parking is allowed consistent with Board rules, county and state laws.

Required garage space may not be converted into any use (such as a recreational room or storage) that would prevent its use as parking space. (CC&R 7.4)

### ix) Pets.

Dogs shall be on a leash when in common areas and in private lots (other than the pet owner's lot). Pet owners are responsible for cleaning up after their pets and are responsible for any damage to property (CC&R 7.8). Continual barking by pets constitutes a nuisance. Owners are responsible for picking up pet litter and disposing of it in a garbage receptacle. Owners are cautioned to not leave pets outdoors overnight.

## BHHA COMMUNITY RULES

### x) Garbage and Refuse Disposal

All rubbish, trash and garbage shall be regularly removed from lots, and shall not be allowed to accumulate thereon. Trash, garbage, and other waste shall be kept in sanitary containers, kept in a clean and sanitary condition, and shall be screened from view of neighboring lots, common areas and streets. (CC&R 7.9)

### c) Prevention and Penalties.

All owners are entitled to the reasonable enjoyment of the natural benefits and surroundings of Bodega Harbour. As such, owners and their guests, tenants, and lessees are responsible for avoiding “noxious or offensive” activities, doing or placing things that may constitute a “nuisance”, and other behaviors that engender unreasonable disturbance, or annoyance to other owners in their enjoyment of their lot/residence and Common Area. All such conditions, actions, and activities are termed “nuisances.”

- Whenever practical, neighborly communication is the preferred approach to resolving disputes. However, in the absence of such communication or a successful resolution, nuisances may be enjoined and abated by the BHHA Administration.
- Owners are liable not only for their own nuisances but for those caused by their guests, tenants, and lessees.
- Tenants, lessees (short- and long-term), and guests must receive the Community Rules Notice to Guests prior to occupancy attached as Attachment A.
- These rules do not attempt to enumerate all possible nuisances, which include but are not limited to those nuisances recognized by the Sonoma County ordinances, or California Code (e.g., disorderly conduct, fire hazards, indecency, blight, barking/unleashed/dangerous/unsanitary animals, and other nuisances recognized by law).

#### i) Reporting Process.

After neighborly communication does not resolve the matter, any owner may call Bodega Harbour Security to inform them of an alleged Community Rules violation. The responding security personnel should be given information as to who may have violated the Community Rules and in which property the violator may be residing. Security will then contact the alleged violation property owner and/or their property management agent, if applicable, and conduct an interview with the homeowner, his or her agent, and/or the owner’s guest, or long- or short-term tenant/lessee concerning the alleged violation. The Security personnel will compile a Complaint Response Resolution Form and Incident Report which will be turned in to the Bodega Harbour Administration Office as soon as possible.

#### ii) Warning Following First Violation.

Should an owner, owner’s guest, or long- or short-term tenant/lessee violate the Community Rules, the Administrative Office shall send a notice to the owner describing the infraction and warning that future incidents from the same property may result in a fine. If there are no violations for six months the next violation of the Community Rules will result in a warning.

## BHHA COMMUNITY RULES

### iii) Notice and Hearing.

Should an owner, owner's guest, or long- or short- term tenant/lessee violate the Community Rules after a warning has been issued to the property owner, the BHHA Administration Office shall contact the owner as soon as possible so that part of the security deposit can be held in abeyance, if applicable to tenants/lessees. The owner or the owner's agent will be asked to appear before the Board of Directors at their next regularly scheduled meeting in Executive Session. Evidence of the alleged violation will be presented to the Board and the owner (or agent) will be given an opportunity to discuss the issue. The Board at that time may make a finding that a violation has occurred and may impose a fine on the owner's lot for violation of this policy. (Golf course infractions are covered in the Trespassing Policy)

<b>Fine Schedule:</b>	Warning	No Fine
	Second Violation	\$250
	Subsequent Violations	\$250

END OF COMMUNITY RULES

SEE ATTACHMENT A - "Community Rules Notice to Guests"

SEE ATTACHMENT B - "BHHA Map"



## Bodega Harbour Tennis Courts/ Pickleball

Bodega Harbour has two tennis courts and one tennis court/pickleball. The courts are reserved for homeowners, their immediate families and accompanied guests. All homeowners of any playing level are welcome to play tennis and are encouraged to do so.

Proper tennis shoes, attire and behavior are expected at all times of players and spectators. Keys to the tennis courts are available in the gym located in front of the administration office. Tennis privileges for any parcel may be suspended or revoked if the courts or the reservation system are not used responsibly. All terms and conditions of this policy are subject to review and modification BHHA Board of Directors at any given time.

## Bocce Ball Court

The court is open throughout the day. Ball are to be checked out and are located in the gym.

## Ladies Tennis

This tennis group meets on Fridays at 9:30 a.m. at the upper courts (2 & 3) and plays Round Robin using a number grid which finishes around 11:00 a.m. New tennis balls are used each play day and players contribute \$1 each to defray their cost.

Playing levels are mixed mostly in the "B" category, but newcomers of any levels are welcome. Arrangements may be made for lessons by a tennis pro. A lunch is held at the Clubhouse on the fourth Tuesday of the month.

## Beach Access

A short easy-to-walk beach access path for members is conveniently located at the bottom of the golf car path, just south of the tennis courts. Members using the Clubhouse parking area will find it.

## Swimming Pool

The pool area is for the use of members and accompanies guests only. Children under 14 must be accompanied by a responsible adult or a parent at all times. All members are required to present ID upon request.

All members are required sign the pool sign-in sheets when using this amenity. The pool gate to the beach is locked and can only be opened by member access cards when trying to enter.

The pool is open for daily lap swimming. Due to changing climate conditions at Bodega Harbour, the hours of use along with the temperature may vary but are normally as follows:

### **POOL HOURS: SUNRISE TO SUNSET YEAR-ROUND**

The pool is heated year-round. Optimum temperature is 82 degrees Fahrenheit

Members must remain with their guest while they are using the swimming pool and sauna area.

Pool rules are posted, and all members are expected to comply with these rules.

### Saunas

The saunas are available for daily use by members and accompanied guests only. Hours are consistent with pool hours. Children under 18 are not allowed to use the sauna unless accompanied by a parent.

The controls for the sauna are located next to the sauna. Allow 15-20 minutes for the sauna room to heat to desired temperature.

### Lockers

Large lockers are available in the men's and women's locker rooms for rent annually. Locks are available in the administration office for a small fee.

Small "day use" lockers are also available. For use, please see the front desk in the Administration Office.

### Exercise Room

Bodega Harbour's exercise room is located in the Clubhouse across from the Administration Office. The facility is open daily from 6:00 a.m. to 7:00 p.m. with extended hours on Thursdays, Fridays, and Saturdays until 9:00 p.m., to homeowners over the age of 16 and renters over the age of 16 with a rental lease of six months or longer on file in the administration office. Guests and renters that don't meet the requirement are not permitted. Access cards are needed to enter the gym. These are available by contacting the administration office.

## BODEGA HARBOUR EXERCISE ROOM CODE OF CONDUCT

- Use the equipment at your own risk; if you are unsure about an exercise equipment please do not use it.
- Do not use your cell phone inside the gym- please exit to answer or place calls.
- Wear gym appropriate clothing and footwear.
- Do not bring pets or food inside the room.
- Leave your gym bags in the locker room
- Wear headphones when using personal entertainment devices
- Use **the** sign-up sheets for the cardio equipment and honor the time limits when others are on the waiting list
- Share the resistance equipment; do not sit on it between sets.
- Place a work out towel between you and the seats/benches of the resistance equipment
- When done, wipe down the equipment with spray and towel provided
- Return dumb bells to the rack and the exercise balls to their proper place
- If a machine is not working correctly, fill out a repair form and turn it in at the administration office
- Turn out the lights and turn off the fan if you are the last person leaving the room

## Children's Activities

We have a playground for small children located behind the sport court next to the pool for use by members. Children must be accompanied at all times and the rules posted must be followed.

Other facilities include a sport court for playing basketball and volleyball. The sport court is unlocked daily and the rules are posted.

"Surfbird Recreation Area," a large grassy field for playing sports and kite-flying is located across the street from the Clubhouse.

## Bodega Harbour Common Areas

- Bicycles, skateboards or unlicensed motorized vehicles are not allowed on planted or open areas or on golf car paths.
- Skateboards are not recommended on streets
- The speed limit is 25 MPH throughout Bodega Harbour

## Residential Areas

- Parking campers, trailers, motor homes or boats on the street is allowed for 72 hours. Temporary and long-term parking for these vehicles is available at Bruhn Ranch. Please contact the Administration office if you have any questions.
- Campers, trailers or motor homes cannot be used as living quarters within Bodega Harbour
- Waste and yard pickup is collected every Tuesday by Recology. There are a few rules to follow:
  - Bags Must Be:
    - Closed
    - Fewer than 10 at a time
    - Weigh less than 20 pounds each
  - Branches and Limbs Must Be:
    - No longer than 5 feet long
    - Tied at either end
    - Easy to pick up

Do not leave yard waste in areas that can be viewed by neighboring properties, except on pick up days.

## Nearest Multi-Service Area

Valley Ford (7.5 miles): restaurants, grocery store, post office and other small businesses

Sebastopol (15 miles): banks, hospital, eye clinic, medical, dental, library, national supermarkets, drug stores, hardware, clothing, furniture, restaurants, shoe repair, dry cleaning, nurseries, upholstery and specialty shops

## BODEGA HARBOUR HOMEOWNERS ASSOCIATION GOLF COURSE TRESPASSING POLICY AND FINE SCHEDULE

**Definition: Golf Course.** The Bodega Harbour Golf Course is defined as the tee boxes, the fairways, the greens, the paved cart paths, and the rough which typically extends to the rear property lines of abutting private lots within the Bodega Harbour subdivision.

**Definition: Authorized Use and Golf Course Trespassing.** Authorized entry to the golf course is afforded maintenance employees during the course of their duties, Administrative personnel, and for golfers during play on the course only after registering and paying golf fees at the Pro Shop. Golf course trespassing is prohibited and is defined as any unauthorized entry on the Bodega Harbour golf course whether by a homeowner, long term/short term renter, guests of a homeowner or renter, or the general public.

**Shared Cart Paths Exempted.** Walking on the cart path leading from Gull Drive to the Clubhouse parking lot is allowed. This cart path is shared by golfers traveling from the 9th to the 10th holes. Walking on the cart path leading from the Clubhouse parking lot to the beach access deck is also allowed. This cart path is shared by golfers traveling from the 18th green to the Clubhouse and homeowners headed to the beach. Walking on any other portions of the cart path system is prohibited.

**Reporting Process.** Any owner may call Bodega Harbour security to inform them of an alleged trespass violation. The responding security personnel should be given information as to who may have violated the trespass policy and in which property the violator may be residing. Security will then contact the alleged violation property and conduct an interview with the homeowner, owner's guest, or long term/short term renter concerning the alleged violation. The Security personnel will compile a Complaint Response Resolution Form and Incident Report which will be turned in to the Bodega Harbour Administration Office as soon as possible.

**Warning Following First Violation.** Should a homeowner, homeowner's guest, or long term/short term renter trespass on the golf course, the Administrative Office shall send a notice to the homeowner describing the infraction and warning that future incidents from the same property may result in a fine. If there are no violations for six months, the next trespass will result in a warning.

**Notice and Hearing.** Should a homeowner, homeowner's guest, or long term/short term renter trespass on the golf course after a warning has been issued to the property owner, the Administrative Office shall contact the owner as soon as possible to enable part of the security deposit to be held in abeyance. The owner or the owner's agent will be asked to appear before the Board of Directors at their next regularly scheduled meeting in Executive Session. Evidence of the alleged violation will be presented to the Board and the homeowner will be given an opportunity to discuss the issue. The Board at that time may make a finding that a violation has occurred and may impose a fine on the owner's lot for violation of this policy.

<b>Fine Schedule:</b>	Warning	No Fine
	Second Violation	\$250
	Subsequent Violations	\$500

*The Links at*  
**Bodega**  
*Harbour*

# UNAUTHORIZED USE OF THE GOLF COURSE

## **Links at Bodega Harbour Trespass Policy**

The Links at Bodega Harbour Golf Course is for  
AUTHORIZED USE BY REGISTERED GOLFERS ONLY.

ANY OTHER USE IS CONSIDERED TRESPASSING

And may be subject to a fine of up to \$500 per incident

The golf course is defined as the land that extends approximately 20 feet from the back of all properties bordering the course. Prohibited areas include ALL PARTS of the golf course including the cart paths.



To enjoy the Links at Bodega Harbour please go to  
[www.bodegaharbourgolf.com](http://www.bodegaharbourgolf.com) or call (707) 875-3539.

*Bodega*  
**Harbour**  
*Homeowners Association*



**2**

**Design Guidelines &  
Construction Regulations**

**Design Forms**

# DESIGN GUIDELINES and CONSTRUCTION REGULATIONS

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# **DESIGN GUIDELINES and CONSTRUCTION REGULATIONS**

## **1.0. PURPOSE**

These Design Guidelines and Construction Regulations (Guidelines) are established by the Design Review Committee (Committee or DRC) by Article VI of the Bodega Harbour Homeowners' Association (BHHA) Declaration of Covenants, Conditions and Restrictions (CC&Rs) and adopted by the BHHA Board of Directors as an operating rule of the Association. This document will be relied upon by Association members and the Committee in connection with the submittal, review, and approval or denial of plans, and for requirements during construction. The Design Review Committee members will apply these guidelines to all new construction and remodeling/renovation applications brought before them for review. The committee members will restrict the review of remodeling/renovation applications to the specific area(s) of concern.

## **2.0. PHILOSOPHY**

It is the intention of the Bodega Harbour Homeowners Association to maintain the beauty, harmony, and tranquility of this unique coastal community for the enjoyment of its members and their guests. Accordingly, the Bodega Harbour design philosophy establishes the following goals:

- To encourage a sense of individuality while maintaining the spirit of the design format within the community.
- To strongly establish a sense of community through the use of a palette of construction materials that are intended to harmonize with the local coastal environment.
- To develop continuity throughout the community by encouraging structures that are designed within the context of existing architectural forms.

## **3.0. DESIGN REVIEW COMMITTEE**

The DRC is charged with the responsibility of enforcing these Guidelines and keeping all improvement projects within the rules spelled out in the BHHA CC&Rs.

The DRC shall consist of a number of persons (some of whom need not be members of the Association) to be designated by the Board, with the Committee's composition as defined in the CC&Rs.

At the June meeting, the DRC shall determine the proposed composition of the DRC for the next fiscal year, including selection of a Chairperson, a Vice Chairperson, a Consultant, and one or more Alternate Consultants. This proposed composition will be submitted to the Board requesting they be appointed by the Board at the organizational meeting of the

Board following the annual meeting of the members or as soon as possible thereafter, and the term of each Committee member shall expire at the next annual meeting of the members.

The DRC may appoint one of its design professionals, or may appoint a non-member expert, to act as the DRC's Consultant or Alternate Consultant(s). The Consultant or an alternate consultant will be assigned to each application and will act as the DRC's authorized representative for that application; the Consultant or Alternate Consultant cannot be assigned to an application if he or she has a vested interest in the project. The Design Review Committee seeks to make its process efficient and clear for all homeowners. In order to facilitate this process, the DRC Consultant or Alternate Consultant is available to meet in an informal setting to discuss the goals of an applicant and attempt to answer any questions the applicant may have about the design review process. Unless specifically authorized by the DRC, the Consultant does not have authority to grant any approvals.

The DRC's Consultant or Alternate Consultant may be granted authority to act on behalf of the DRC on the following matters:

- Consult with Association members or his/her representatives with regard to submittal requirements, status, disposition or general aspects of these Guidelines.
- Provide written notifications to Applicants regarding actions taken by the DRC including any required modifications to submittals.
- Provide written DRC responses to comments received from Association members with regard to proposed plans as per section 6.2.
- Check plans to verify that applications and submittals for Design Review satisfy the Guidelines as specified herein.
- Approve Preliminary Plans and Final Construction Drawings as specified in section 6.8.7.
- Perform onsite visits with the owner and/or owner's representative.
- Other tasks that may be assigned by the DRC that may be reasonably assumed to be appropriate for the Consultant to perform on behalf of the DRC or the Association.

#### **4.0. DESIGN CONSIDERATIONS**

##### **4.1. Neighbor Communications:**

While the DRC acknowledges the right of each Association member to develop his/her property within these Guidelines and the BHHA CC&Rs, the DRC strongly encourages each applicant to inform his/her neighbors at the earliest opportunity throughout the planning process, to foster the harmonious proceedings of each improvement project.

##### **4.2. Climatic and Environmental Conditions:**

The climatic conditions at Bodega Harbour suggest that certain environmental factors should be observed by property owners and his/her architects during the building design process:

- Sun: Major outdoor use areas should be oriented directly to the south and southeast.
- Wind: Summer winds are most frequently from the north-northwest and storm winds are from the south and southwest. Enclosures or other wind breaks are best located on the north-northwest side of buildings.
- Rain: Most rain occurs from approximately November through March, with occasional showers during October and April. Average year's precipitation is about 33 inches. During any one storm the rains may be heavy.
- Fog: Fog, often present along the entire Northern California coast, provides moisture for many plant materials once they are established. When fog does occur, the layer is thin and heat from the sun is able to penetrate to the ground and through glass surfaces. Fog tends to "burn away" during the afternoon and occurs most frequently during summer months, while the fall, winter and spring are generally fog free.
- Temperature: Usual outside mean temperatures at Bodega Harbour range from 55-60 degrees during the day and 50-55 degrees during the night throughout the year. However, temperatures can reach into the 80s occasionally in the summer and drop as low as 28 degrees on a cold winter night.
- Natural Vegetation: The natural vegetation of Bodega Harbour consists of native grasses, iris and flowering herbs on broad level-to-rolling terrain.
- Moisture: Even though moisture is generally not a problem due to the relatively low humidity, moisture carried in from the ocean has a high salt content which can be very corrosive. Care should be taken to protect corrodible metals with special resistant paints. The use of non-corroding metals such as copper is recommended.

#### 4.3. Other Design Considerations:

- Those submitting projects for approval are to be thoroughly familiar with these Guidelines and Regulations.
- The use of a qualified, registered architect or registered building designer is strongly recommended.
- Features characteristic of Bodega Harbour such as shed roofs, clerestories, sky-lighting, entrance planters, and architectural landscaping are encouraged.
- Stylistic clichés such as illogical siding patterns, odd fenestration, non-functional roof structures which add unnecessary bulk, truncated roofs, ineffectual sun-shading devices, etc., should be avoided.
- The original subdivision geotechnical report is available at the Administration Office and is on file at the Sonoma County Building Department. Owners should consider retaining a soils engineer to evaluate the recommendations of this report in light of current site conditions, current standards of practice and care, and Sonoma County requirements.

## 5.0. DESIGN REGULATIONS

The Design Regulations are adopted by the Board of Directors as authorized by Article VI of the recorded CC&Rs for Bodega Harbour. The DRC shall review all applications submitted to it pursuant to Article VI of the recorded Declaration and these Guidelines, and shall approve or deny all proposals for improvements to be constructed or placed on any lot at Bodega Harbour. The process of review is described in these Guidelines. No changes or additions can be made which deviate from the approved plans without prior written approval from the DRC.

No building, fence, wall, pool, spa, obstruction, outside or exterior wiring, balcony, screen, patio, patio cover, tent, awning, carport, carport cover, trellis, improvement, or structure of any kind shall be commenced, installed, erected, painted or demolished, nor shall any alteration or improvement of any kind be made to the exterior of any residence, until the same has been approved in writing by the Board, or by the Design Review Committee appointed by the Board. Approval is required before work is started. Work started without approval may be subject to a "Stop Work Order".

Owners shall maintain their properties in such a manner as to prevent the property from becoming unsightly, unsanitary, or a hazard to health. Structures must be maintained in a condition in which damage and deterioration to exterior features (ex. stairs, roofing, siding, doors, railings, windows) is not evident. There shall be no open air storage of materials, equipment, or other objects, except those actually being used in permitted construction or improvements thereon.

### 5.1. Residential Lots:

Only single-family dwellings with a minimum of a two car garage shall be permitted on any lot. No detached structures of any kind shall be permitted. The interior conditioned living area of a dwelling shall not be less than 800 square feet. Multiple residential dwellings shall not be permitted.

### 5.2. Allowable Locations for Buildings and Site Improvements:

Location of structures shall be in accordance with the BHHA CC&Rs, these Design Guidelines, regulations of Sonoma County, and the setback lines shown on the Final Map of record. Structures shall be in compliance with the provisions of the California Building Code, latest edition used by Sonoma County and all local codes and ordinances.

Roof overhangs may extend no more than 12" beyond the side yard setback lines and no more than 48" beyond the front and rear yard setback lines.

For the purposes of these Guidelines, the terms "natural grade" and "original natural grade" shall be defined as the original topography of a lot, after the subdivision streets were installed, but before any improvements (including any grading or excavation) were made to that lot. The original topography of a lot may be represented by means of one of the following:



- a. For a previously undeveloped lot, the applicant shall provide a topographical survey, prepared by a licensed surveyor, with contours shown at one foot increments, for the entire lot.
- b. For a lot that has been previously developed with an existing dwelling, the applicant may utilize the topographical information provided on the site plan included with the construction drawings for the original dwelling. In the event that this topographical information is not available, the DRC will inform the applicant as to what documentation will be required, which may include a full or partial topographical survey of the lot.

Site improvements (decks, terraces, walkways, retaining walls, raised planters, etc.) constructed outside of the building envelope shall not exceed 18" above original natural grade. A driveway may be allowed to extend higher than 18" above original natural grade in the front yard setback if it can be demonstrated that, due to challenging site topography, there is no other reasonable alternative.

### 5.3. **Ground Coverage:**

Each lot has a maximum allowable ground coverage area, and the Ground Coverage of improvements on the lot may not exceed that maximum allowable area.

- a. Ground Coverage shall be calculated as follows:  
Ground Coverage shall include all covered interior and exterior areas (dwelling, garage, porches, etc.). Measurements shall be taken from outside face of structure (wall stud, porch roof beam, etc.). Cantilevered roof overhangs (eaves, rakes), that extend no more than 48" beyond the outside face of structure, shall not be included as ground coverage. Roof overhangs greater than 48" shall be included as ground coverage for the entire extent of the overhang. Except as provided below, the area of all site improvements that extend more than 36" above original natural grade (see section 5.2) shall also be included as ground coverage.
- b. The following site improvements shall not be included as ground coverage:
  - i. Open framed roofs and trellises that are at least 50% open to the sky.
  - ii. Screen walls and guardrails.
  - iii. Propane tanks, generators, air conditioning equipment, and their enclosures. Other similar equipment and their enclosures, as approved.
  - iv. Movable (package unit) spas/hot tubs.
  - v. A driveway that is more than 36" above original natural grade, if it can be demonstrated that, due to challenging site topography, there is no other reasonable alternative (see also last paragraph of section 5.2 regarding a driveway within the front yard setback).
- c. Maximum allowable ground coverage area shall be calculated as follows:  
Any lot of 6,000 square feet or less may have ground coverage not to exceed 2,400 square feet. For lots greater than 6,000 square feet, up to 20,000 square feet, the ground coverage can be increased on a ratio proportionate to lot size to

a maximum ground coverage of 2,880 square feet; while lots greater than 20,000 square feet can have the ground coverage increased from a coverage of 2,880 square feet on a ratio proportionate to lot size to a maximum ground coverage up to 3,360 square feet. The permitted ratio increase is approximately at a rate of 34.2 square feet per 1,000 square feet over the minimum lot area of 6,000 square feet.

- d. Exception for lots with existing Ground Coverage that exceeds the current maximum allowable area:  
If new improvements are proposed to an existing developed lot, and the existing improvements were previously approved by the DRC and constructed under Guidelines no longer valid, and the calculated existing ground coverage area exceeds the current maximum allowable for the lot, the DRC will consider the proposed exterior improvements if all of the following conditions are satisfied:
- i. It is determined that the ground coverage of the existing improvements conforms to the ground coverage regulations in effect at the time that the improvements were constructed.
  - ii. The area of proposed calculated ground coverage to be removed is equal to or greater than the proposed calculated ground coverage to be added.
  - iii. The overall impact of the proposed improvements, including mass and effect on neighbor views, is generally equal to or less than the existing condition.

**5.4. Building Height:**

Within Bodega Harbour Unit No. 1 and Unit No. 2, no dwelling shall be more than sixteen feet (16') in height on that portion of the dwelling situated over the highest portion of natural grade (see section 5.2) under the dwelling, and the roof line of the balance of the structure shall not exceed that height.

Height, as measured in Unit No. 3, is defined as: the vertical measurement down from any point on the roofed area to an intersection with the horizontal projection of a plane established as the median between the highest and lowest points of natural grade (see section 5.2) beneath the enclosed portion of the structure. No dwelling within Bodega Harbour Unit No. 3 shall be more than sixteen feet (16') in height, except that up to twenty percent (20%) of the total roof area may be twenty feet (20') in height if at least an equal amount of the total roof area is a corresponding distance below the sixteen foot (16') maximum height. This allowance for maximum height above sixteen feet (16') shall not apply to Parcels 721, 722, 723, 724 & 725.

All parcels in Bodega Harbour, including those in Units No. 1, 2 & 3, are shown on the subdivision map located at the Administration Office.

When a flat roof design is considered, calculations shall be made from the top of the parapet or the point of maximum visual impact, not the actual roof surface.

Chimneys, flues, and vents may exceed these maximum allowable heights but only by the minimum required either by code or by the manufacturer. The DRC may also consider allowing solar panels to exceed the maximum allowable height.

In exceptional circumstances, a variance to this regulation may be allowed. Such a variance may be granted only to achieve maximum architectural freedom in the design of structures consistent with the minimum obstruction of long range and ocean views from surrounding dwellings. Any variance provided herein shall be approved by the DRC, and may require Sonoma County approval.

**5.5. Paving:**

All paving shall be dark and non-reflective. Paving shall be asphalt or washed exposed aggregate concrete, unless approved otherwise.

Washed exposed aggregate concrete shall conform to the following, unless approved otherwise

- a. Aggregate shall be 1/2" pea gravel.
- b. Concrete shall be mixed with black iron oxide based color pigment (Davis, Color #860 or equivalent), two pounds per 94 pound sack of cement (equals ten pounds per cubic yard in a 5 sack/yard mix). Color pigment shall be added at the concrete plant, rather than at the site, to ensure a thorough mix.

Driveways shall be designed for safety of access to the traveled ways, ease of grade, and maintenance of natural and roadway drainage flows. Driveway widths in general shall not exceed 20 feet.

**5.6. Drainage:**

Drainage water from roofs and paving along with surface and groundwater shall be controlled, collected and disposed of according to Sonoma County requirements. Drainage lines extending to the face of the curb where a sidewalk exists shall be installed beneath the surface of the sidewalk.

**5.7. Site Retaining Walls and Building Foundations:**

Site retaining walls constructed of concrete with exposed aggregate finish (per section 5.5), are encouraged. Other materials, including masonry, peeler pole, and wood, will be considered. No more than 12" (vertical) of exposed, unfinished concrete building foundation shall be permitted.

**5.8. Exterior Walls, Doors and Trim:**

Siding for Bodega Harbour dwellings shall be limited to:

- Redwood or cedar boards
- Cedar shingles
- Clear re-sawn plywood without grooves and applied vertical wood battens at 12" o.c. maximum. Exposed metal Z-bar at horizontal panel joints is not permitted. Plywood may also be used in limited areas to enclose soffits, etc.

- Fiber cement siding assemblies, including horizontal and shingle, as approved. See “**Design Review Application Supplement: Fiber Cement Siding**” for detailed specifications.

Note: Exterior finishes on new homes must conform to the provisions of the California Building Code Chapter 7A: “Materials and Construction Methods for Exterior Wildfire Exposure”.

Remodels and/or additions to existing residences can be resided with a non-wood siding approved by the Committee, provided the entire house is resided with the same material.

Wood siding can be finished using only matte clear penetrating sealers, or stains in a limited pallet of colors. A current list of approved colors can be obtained at the Administration Office. Siding materials other than wood shall be finished per the manufactures’ recommendations with the color to be similar to the approved colors for wood stains and must be approved by the Committee.

All exterior doors are subject to approval. The use of custom made doors constructed from redwood or cedar, glazed doors, and flush wood doors stained to match the house are encouraged. Door finishes for new construction shall conform to current code requirements and are subject to DRC approval. Garage doors are typically required to be faced with siding material to match the house (see section 5.12). Secondary doors faced with the same material as the house siding (blind door) are encouraged.

Trim is discouraged. Window trim is not allowed unless specifically approved, and the siding shall abut directly against the window frames. Depending on the type of siding and door assemblies proposed, corner and door trims may be approved, but these trims shall be kept to a minimum and, preferably, shall be flush with the siding.

#### 5.9. **Roof:**

Roofing materials and colors should be low contrast and harmonious with the existing roofscape of Bodega Harbour. Use of the pre-approved roofing materials and colors, a current list for which is available at the Administration Office, is strongly encouraged. If a proposed roofing material/color is not on the current list, a sample of the proposed roofing material/color and a color sample of the house siding must be submitted for approval.

Dwellings with flat roofs should include a variety of roof levels and wall planes, and/or combine the flat roofs with sloping roofs, to diversify the massing. Where flat roofs are highly visible from streets, public spaces, or neighboring dwellings, the placement and detailing of roof penetrations, including vents, ducts, and flues, should be carefully considered to minimize visual impact.

Structures on Parcels 721-725 should be designed with low profile roofs to minimize their visual mass. Sod roofs should be considered for these structures.

Plumbing vents should be combined within the structure whenever possible, to minimize the number of roof penetrations.

Exposed metal, including gutters, downspouts, flashings, vents, ducts, flues, and chimney caps/shrouds, must be non-reflective and must be a harmonious color or painted to blend with the exterior colors of the dwelling. See also sections 5.22 and 5.24.

**5.10. Windows, Sliding Glass Doors, and Glazing:**

Care should be taken in locating windows that may have an impact on the privacy of adjacent dwellings. In evaluating these cases, the DRC will also consider the view corridors of the applicant. The DRC may require that side yard windows be glazed with obscure glass or glass block, have a window sill height of at least 5'-6" above floor level, or use other measures to protect the privacy of the adjacent existing or future dwellings.

Windows and sliding glass door frames must match, or be compatible with, the color of the house, or be either bronze or black finished. White and other contrasting colored frames, and mill finished aluminum frames are not permitted. Screen frames are to match the window frames. If proposed window frame color is not bronze or black, a sample of the window frame and the house siding color must be submitted for approval.

All door and window glazing shall be standard (not reflective) glass, and shall be clear or medium bronze tint unless approved otherwise. Glazing other than clear shall be indicated on the drawings. If proposed glazing color is not clear or bronze, a sample of the glazing must be submitted for approval.

**5.11. Skylights:**

Skylights are encouraged. Unless otherwise approved by the DRC, flat skylights are required in lieu of domed skylights, and the frames shall be dark in color or bronze anodized aluminum.

**5.12. Garages:**

An attached, fully enclosed garage, with space for two cars, is required. Each car space shall be 10' x 20' clear minimum unless specifically approved otherwise.

Garage doors shall be faced with siding to match the exterior of the dwelling:

Exceptions:

1. Dwellings with shingle siding may propose wood horizontal siding on the garage door.
2. Dwellings with fiber cement horizontal lap siding may propose wood horizontal lap siding, with similar profile and exposure, on the garage door (to reduce weight).

**5.13. Decks:**

It is intended that decks be consistent with respect to architectural character, materials, and finishes, and shall be physically connected to the dwelling. Deck supports and deck foundation supports shall either be skirted from public view or be designed as architectural features subject to DRC approval.

Wood decking (redwood, cedar, ipe, etc.) shall be unfinished, clear sealed, or stained to match the house siding color, unless specifically approved otherwise.

The use of synthetic decking (Trex, etc.) requires DRC review. See “**Design Review Application Supplement: Synthetic Decking**” for detailed specifications.

**5.14. Enclosures & Screen Walls:**

Enclosures and screen walls, especially those visible from the street, shall be constructed with materials that match those used on the exterior of the dwelling, unless specifically approved otherwise.

Screen walls which are proposed to provide protection from golf balls and which extend outside the building envelope may be considered on a case by case basis provided they do not obstruct views.

**5.15. Spas, Hot Tubs, Pools & Outside Equipment:**

Spas and hot tubs shall be located within the building envelope. Locations proposed beyond the rear setback line that conforms to all other applicable Guidelines, including height limitations for site improvements constructed outside of the building envelope (see section 5.2), may be considered by the DRC.

Spas and hot tubs are required to be screened from view from all adjacent properties. The top of the required screen wall shall be at or above the top of the spa/hot tub, unless specifically approved otherwise. Spas/hot tubs located between the dwelling and the street may require additional screening, as determined by the DRC. The screen wall shall be solid, and shall be constructed per section 5.14.

Swimming pools shall be located within safety enclosures, or as otherwise required by current building codes. These enclosure walls shall be constructed per section 5.14 and shall be designed to meet or exceed the screening criteria for spas and hot tubs.

Outside equipment, including air conditioning and spa/hot tub/pool equipment, shall be screened and located to minimize noise and visual impacts on adjacent properties.

**5.16. Outdoor Storage Structures:**

The outdoor storage of garbage, recycle and yard waste receptacles, emergency supplies, and any other items required to be stored outdoors, must be screened from view. The screening shall be constructed with materials to match the exterior of the dwelling.

All garbage, recycle, and yard waste receptacles must be stored inside dwellings or in other attached enclosures to prevent dispersal of refuse by wind or wildlife. All garbage and recycle receptacles shall be accessible from the outside. Enclosures with walls less than six (6) feet high shall be roofed or covered with latticework or a trellis so that the contents are effectively screened from view.

**5.17. Electrical Service:**

All electrical service boxes, panel boards, and electrical service main shall be completely enclosed and flush with the exterior of the house, with “blind” wood access doors to match house siding, unless approved otherwise. Provide access for meter reading per electrical service provider standards.

**5.18. Propane Tanks:**

Propane tanks may be of the “above ground” or “underground” type, and shall conform to the following:

a. **Above Ground Tanks:**

The above ground tank shall be installed within an enclosure. The enclosure shall be clearly indicated and dimensioned on the plans, including length, width, height above grade, and height above slab. The enclosure shall be enclosed on all sides, including the top, and shall be bermed and/or landscaped as necessary to reduce visual impact from public view. The enclosure walls shall be constructed of materials that match those used on the exterior of the dwelling, unless otherwise approved. A pre-approved **Propane Tank Enclosure Detail** is included at the end of these Guidelines. If the propane tank enclosure is located outside of the building envelope, it shall conform to the following:

- i. The top of the enclosure shall not exceed 18” above original natural grade. Where site conditions make this requirement impractical, the installation of an underground tank should be considered. However, the DRC may approve an enclosure of greater height if it can be demonstrated that the proposed location is reasonable, that the greater height is necessary to comply with Sonoma County regulations, and that acceptable berming and/or landscaping will be provided.
- ii. The enclosure size shall be kept to a minimum as necessary to accommodate the selected tank size.

b. **Underground Tanks:**

The underground tank shall be clearly indicated and dimensioned on the plans, including the overall length and width, and the location of the “housing dome” (above ground valve access). The housing dome shall be landscaped as necessary to reduce visual impact from public view.

All propane tanks shall be installed and maintained per tank manufacturer and propane supplier specifications and recommendations, and per Sonoma County regulations. The Sonoma County propane (LPG) tank location handout sheet (current as of the date of these Guidelines) is included at the end of these Guidelines.

**5.19. Generators:**

Generators located outside the dwelling shall be screened from view and shall be located so as to have the least audible and visual impacts on adjacent neighbors. The screening enclosure shall be constructed of materials to match the exterior of the dwelling. Consideration will be given to locating the generator outside of the building envelope, but only when existing site conditions or the proximity of contiguous neighbors so dictate. For such cases, the highest point of the enclosure shall not be higher than 18 inches above original natural grade. The clearances between the outside of the generator and the inside of the enclosure shall be sufficient to allow proper air flow and heat dissipation as per the manufacturer's recommendations. The generator shall have a decibel rating comparable with "quiet" generators designed to be installed in a residential area. Specifications for the generator being proposed shall be included with the submittal, including identification of the kilowatt and decibel rating. The burden of proof for this requirement is and shall remain the responsibility of the applicant. The exercise time for the generator shall be set so the generator only exercises during daylight hours.

**5.20. Grading:**

Construction grading shall be limited and shall minimize cuts and fill. Extreme care shall be taken to prevent erosion and to restore disturbed areas to a natural configuration. Any re-contouring of a building site shall be approved by the DRC prior to starting the project. Maximum slope on re-contoured cuts and fills shall be 3:1 (3 horizontal to 1 vertical).

**5.21. Exterior Lighting:**

Type and placement of all exterior lighting devices must be approved by the DRC and shown on the plans submitted for DRC approval. Exterior lighting shall be positioned such that it will not create an unreasonable nuisance to adjacent neighbors. All exterior lighting, including landscape lighting, shall be indirect or shielded. Recessed lighting may be installed in exterior soffits and porch ceilings.

Surface mounted wall fixtures shall have opaque shades that direct the light downward. Landscape fixtures shall have opaque "mushroom" or similar type shades which direct the light onto paths or stairs. Paintable shades, such as site built wood boxes, shall be stained to match the house siding. Bronze aluminum shades will be approved. Other metal shade finishes, including bronze, copper, dull brass, stainless steel, satin nickel, and black will be considered for approval. Other fixture types and finishes may be submitted for review. Exterior light fixture types and finishes should be consistent around the exterior of a dwelling and throughout the site.

Exterior wall mounted flood lights with heads that can swivel, even if fitted with metal hoods, are not approved. Decorative fixtures with the bulbs being shielded with translucent glass or plastic covers are not approved. Fixtures with colored light sources including sodium or mercury vapor lights are also not approved.



**5.22. Chimney Flues & Spark Arresters:**

Chimney flues used for solid fuel burning fireplaces and stoves must be provided with an approved spark arrester. Chimneys may project above the maximum allowable roof height only to a height required to meet building codes.

Metal flue pipes shall typically be enclosed with wood to match the house siding and may be capped with a metal shroud to conceal the spark arrester. The shroud shall be copper or painted sheet metal and shall not exceed 12" in height. The wood enclosure shall be sized only as necessary to enclose the metal flue or other vent pipes terminating at the roof surface. Masonry chimneys or exposed metal flues with an appropriate finish will be considered if compatible with the design of the house.

Flues for gas burning appliances shall be kept to the minimum required height. Direct vent flues should be used whenever possible.

**5.23. Masonry:**

Exposed masonry surfaces, when approved, are encouraged to be of local stone. Split face concrete block and cultured stone may be acceptable where appropriate, subject to specific approval by the DRC. Samples are required.

**5.24. Exposed Metals, Gutters & Down Spouts:**

For durability against salt air, as well as for aesthetic reasons, the use of copper for gutters, downspouts, flashings, and other exposed miscellaneous metals is strongly encouraged. The use of galvanized sheet metal is allowed if it is painted to match the color of the adjacent material (siding, roofing, etc.). Other materials and finishes may be submitted for review by the Design Review Committee.

Plain fascia rain gutters and plain rectangular or round downspouts are encouraged. Other gutter and downspout profiles may be submitted for review. Light gauge aluminum and PVC gutters are generally not allowed.

**5.25. Radio and Television Antennas, Weather Devices, and Devices that Perform Similar Functions:**

Property owners have the right to install radio and television antennas, weather devices, and devices that perform similar functions in locations that will provide acceptable<sup>1</sup> reception capability. Acceptable reception means that the property owner has a right to state the reception goals and to meet them; the scope of reception shall be that which is acceptable to the owner. The DRC is not to set or limit these goals or to determine the content that the owner is allowed to receive. The rule acknowledges that not all owners of similar devices will have the same reception goals and that placement will meet individual needs.

- A. In presenting location and installation proposals to the DRC, owners are to:
  - 1. Provide the DRC with at least two alternate locations from which to choose; a satellite dish shall not be mounted on the front of a house unless

that is the only location that will allow acceptable reception and the owner explains why an alternate location is not available;

2. Locate the antenna or device in a location where it is grouped with other rooftop appurtenances; if doing so would interfere with the function of the antenna or device, the owner should explain why that is the case;
3. Paint with a dark, non-reflective coating that does not compromise the function of the device;
4. Place the antenna so that it does not extend beyond any property line; and,
5. Comply with a DRC request that an antenna or device installed on the ground be screened with walls or landscaping so long as the function of the antenna or device is not compromised.

B. Procedure:

1. A Notice of Intent to Install a Rooftop Device shall be filed with the Administrative Office showing the owner's plan to install a device covered by this guideline; this notice shall include information on paragraphs 1-5 above; notification of adjoining properties with a Proposed Plan is not required;
2. Expedited Procedure: After filing a Notice with the Administrative Office, a property owner may install a device, without further action from the Homeowners Association, so long as the device is installed adjacent to or over the dwelling's roof and below the maximum dwelling height line;
3. Should the proposed installation not meet the requirements set forth above for the "expedited procedure", the Administrative Office will schedule an on-site meeting with a representative of the DRC; that meeting will be held within two (2) days of the Notice being filed with the Administrative office if the device is a television reception device regulated by the FCC and ten (10) days of the Notice being filed with the Administrative Office for all other devices.;
4. During the on-site visit, the representative and owner will review the considerations set forth above;
5. The DRC representative may approve a location at the on-site meeting and installation may take place, immediately thereafter; immediate approval of one of the proffered locations should be the norm, not the exception;
6. Should the DRC representative deny immediate location approval he or she shall provide the applicant with the reasons for the denial, in writing, within 2 days of the site visit;
7. The Owner should work with the DRC representative to find an agreed-upon location; if one cannot be found, the applicant may ask the DRC to review the matter; if the owner asks for a DRC review, the owner may provide, at the owner's expense, a qualified antenna or device consultant/installer to work with the owner and DRC to find an acceptable, third, location that meets the considerations set forth above. If the consultant finds such a location that meets the criteria set forth above, the DRC shall accept that location and the owner may begin installation,

immediately. If the consultant cannot find an alternate location that meets the criteria set forth above, the DRC shall grant the owner the right to install the device at one of the originally proffered locations.

**5.26. Solar Panels:**

Solar panel systems, including photovoltaic (PV) and hot water systems, require DRC approval prior to installation. Roof mounted solar panels shall be installed at an angle parallel with the roof pitch, unless specifically approved otherwise. Panel frames and support systems shall be black or bronze, unless specifically approved otherwise. See “**Design Review Application Supplement: Solar Photovoltaic System**” for detailed PV system specifications.

## **6.0 PLAN REVIEW PROCEDURES**

**6.1 Application for Design Review and Design Review Fee:**

The design review process for approval of a Preliminary Plan commences when the owner or owner’s representative submits a Preliminary Plan to the Administration Office, including a completed Application for Design Review form, and has paid the design review fee. A design review fee will be charged for all proposed plans to be reviewed by the DRC.

Proposed modifications to previously approved Final Construction Plans shall follow the same procedures for submittal and review as a Preliminary Plan, and as such, an additional Application for Design Review shall be completed and an additional design review fee shall be paid for these proposed modifications.

A Preliminary Plan submittal that does not meet the minimum requirements for this submittal, as specified below, will not be reviewed by the DRC and will be returned to the applicant with an explanation of the submittal’s shortcomings. The design review fee will also be returned. If the applicant decides to revise the submittal to meet the minimum requirements and resubmit for review, an additional Application for Design Review form will be required along with a design review fee.

A current schedule of the design review fees is available at the Administration Office. This fee schedule is periodically updated by the DRC to reflect changes to its expenses for plan review and construction inspections.

**Submittal Review Deadline – Proposed Plan:**

For a submittal of a proposed plan (either Preliminary Plans or a modification to previously approved plans) to be reviewed by the Committee at its next meeting, the submittal must be received at the Administration Office, including completion of an Application for Design Review and payment of the design review fee, at least 28 calendar days prior to the next scheduled Committee meeting and meet the minimum requirements for a submittal as specified in these Guidelines. It will then be included on the agenda for that meeting.

**Submittal Review Deadline – Resubmittal:**

For a Resubmittal of a proposed plan (previously reviewed by the DRC) to be reviewed by the DRC at its next meeting, the submittal must be received at the Administration Office at least seven (7) working days prior to the next scheduled DRC meeting. It will then be included on the agenda for that meeting.

**6.2 Notification of Proposed Plan:**

A Notification of Proposed Plan will be sent to owners of lots within 300 feet of the applicant’s lot within four business days after receipt by the Administration Office of a fully completed Application for Design Review. This Notification will advise the location and general nature of the proposed improvement, identify if the proposed plan is either a proposed Preliminary Plan or a proposed modification to a previously approved plan, and that the proposed plans are available for review at the Administration Office. The Notification will be dated and mailed via USPS and will be deemed to have been delivered seventy-two (72) hours after it has been deposited in a USPS mail box.

Interested property owners may want to consider retaining a design professional to assist in determining the impact of the proposed improvement or installation.

The notified property owners will have at least 21 calendar days from the Notification Date to review the proposed plan at the Administration Office and inform the DRC in writing of any concerns they may have regarding the proposed project. If no written comments are received prior to the expiration of this Notification review period, the DRC will consider that the Notification requirement has been satisfied.

**6.3 Timeline for Determination of Submittal Review Deadline:**

The 28 calendar days submittal review deadline for a proposed plan is to allow a reasonable time for property owners notified of a proposed plan to review the proposed plan and inform the DRC of any concerns they may have (see 6.2 above) prior to the DRC’s review of the proposed plan:

	<u>Calendar Days</u>
• Receipt of submittal at Administration Office	0
• Notification of Proposed Plan mailed (4 business days minimum)	6
• Receipt of written comments from Association members	21
• Allow receipt of comments prior to DRC meeting	<u>1</u>
• Total minimum days required for submittal prior to DRC meeting	28

**6.4 Association Member Comments:**

Any written comments received from notified property owners or from any other Association member during the Notification review period will be forwarded to the applicant and will be reviewed by the DRC at its next meeting. The commenting Association member(s) are encouraged to attend the DRC meeting and participate in the discussions regarding the proposed project.

#### 6.5 **Administrative Approvals:**

All exterior improvement projects require Design Review approval. However, certain projects may be eligible for an Administrative Approval. Administrative Approvals do not require a Notification of Proposed Plan (see section 6.2), and are reviewed by Association Office staff or the Design Review Committee Consultant. To be eligible for an Administrative Approval, the scope of the proposed project must be limited to the extent of work described and permitted by the Administrative Approval application. Projects eligible for Administrative Approval are as follows:

- Antenna Installation
- Exterior Siding Re-Stain
- Repairs/Replacement of Damaged Existing Exterior Improvements
- Replacement of Existing Exterior Light Fixtures
- Re-Roofing, Roof Gutters
- Underground Propane Tank Installation

Administrative Approval forms are available at the Administration Office, and may be downloaded from the BHHA website.

#### 6.6 **Pre-Approval of Minor Property Repair and Maintenance:**

All exterior improvement projects require Design Review approval. However, projects that are limited to the repair and/or replacement of damaged portions of previously-approved exterior improvements are Pre-Approved with no need to obtain specific approval from the Design Review Committee, provided they conform to all of the following criteria:

- a. Work must be done using materials of like, kind, color and quality as the original work with no expansion or alteration to the footprint, size, or design.
- b. Work hours shall be limited to 7:00 AM to 6:00 PM weekdays and Saturdays. No work may be done on National Holidays.
- c. Repair and maintenance work, once commenced, shall be pursued diligently to completion. No project may exceed five (5) days in duration.
- d. The following are not Pre-Approved and must be submitted for regular Design Review or Administrative approval:
  - Re-Staining of the entire house
  - Re-Roofing
  - Replacement/addition of roof rain gutters/downspouts
  - Replacement of existing exterior light fixtures
  - Replacement/addition of Synthetic Decking (Trex, etc.)

Proposed projects that do not conform to the criteria for Pre-Approval must be submitted for regular Design Review or Administrative approval.

Work that is identified by the Association as not conforming to all the above criteria shall be subject to a "Stop Work" order and the owner required to submit an application for Design Review or Administrative Approval and, if applicable, enter into a Performance Agreement with the Association.

**6.7 Two Phase Approval Process:**

Prior to commencing construction of an improvement, an applicant must first receive approval of the Preliminary Plans and then must submit and receive approval of the Final Construction Drawings. The DRC may not require the submittal and approval of the Final Construction Drawings for improvements such as the addition of propane enclosures, window replacements, additions or replacements of decks, landscape hardscaping designs, minor remodels, or modifications to previously approved plans. For these improvements the approval of the Preliminary Plans will also be considered as approval of the Final Construction Drawings, and the Applicant will be notified upon Approval of the Preliminary Plan that once the signed Performance Agreement and Security Deposit have been received (see section 8.0), Final Approval will be granted.

**6.8 Design Review Committee Meetings & Procedures:**

The DRC is responsible to the Board of Directors for review and approval or denial of all plans for improvements on undeveloped lots, and for extensions, modifications or additions to all existing structures at Bodega Harbour.

**6.8.1 Committee Meetings:**

The DRC is scheduled to meet once a month. The Administration Office maintains a schedule of all DRC meetings. An agenda for each meeting shall be prepared in advance of the meeting and posted at the Administration Office at least four days prior to the meeting. The agenda will indicate the date, time, and location of the meeting, along with the agenda items.

**6.8.2 Meeting Agenda & Association Member Participation:**

The meeting agenda items will include new Applications for Design Review, resubmittals, and any written comments from Association members that were received in advance of the meeting. Any member of the Association who desires to attend the meeting and either observe or participate in the discussions regarding one or more of the agenda items, shall notify the Administration Office at least 24 hours in advance of the meeting time, and in that notification, state for which agenda item(s) they wish to be included. The DRC will allow such members and his/her representative to observe and participate in discussions regarding the specified agenda item(s). Agenda items will be heard in order and action taken on a continuing basis. Such actions shall not include any further deliberations and any discussions subsequent to a motion for a vote will be limited to a member stating his or her reasons with regard to the vote.

DRC members who have a vested interest in a project being reviewed may participate in the meeting as a representative of the applicant but not as a member of the DRC while the project is under discussion. Such member shall not participate in the DRC's vote on the project. The minutes shall clearly identify the member with the vested interest on an agenda item and that he/she neither participated in discussions or deliberations as a DRC member nor voted on the project.

6.8.3 Quorum:

A majority of the total membership of the DRC shall constitute a quorum for the transaction of DRC business. Every act performed or decision made by a majority of the DRC members present at a duly held meeting at which a quorum is present shall be regarded as an act of the DRC.

6.8.4 Meeting Minutes:

Minutes of DRC meetings will be recorded monthly and, once approved by the DRC, will be available for review at the Administration Office and online at the BHHA website.

6.8.5 Grounds for Denial:

For the purposes of consistency, the term "Deny", as used in these Guidelines, shall mean the same as the term "Disapprove", as used in the BHHA CC&Rs. The DRC may deny any application as follows:

- a. If such application does not comply with these Guidelines.
- b. Because of the reasonable dissatisfaction of the Committee with the grading plans, location of the proposed improvements on a lot, finished ground elevation, color scheme, finishes, design, proportions, architecture, shape, height, or style of the proposed improvement, the materials therein, the kind, pitch, type or color of roof proposed to be placed thereon; or
- c. If, in the judgment of the DRC, the proposed improvement will be inharmonious with the Development or with the improvements erected on other lots in the Development.

6.8.6 Notifications to Applicant:

After review of a submittal for the Preliminary Plans and/or the Final Construction Drawings, the DRC will notify the applicant in writing of the disposition of the submittal including any required modifications. A copy of the notification to the applicant will also be sent to any Association member who has filed with the Association in the Administration Office a written request for a copy of such notice. If the submittal is denied, the applicant will be advised the reasons for the denial along with reference to procedures available to the applicant to seek Board review of the DRC's denial (see section 11.0, Appeals Procedure).

6.8.7 Consultant's Authorization to Approve:

For those submittals of Preliminary Plans and/or Final Construction Drawings that have been granted conditional approval, where the condition for approval is a resubmittal of the plans incorporating modifications required by the DRC, the DRC may act to designate its Consultant to verify that the required modifications have been made and if so, to approve the Preliminary Plans and/or Final Construction Drawings on behalf of the DRC.

#### 6.8.8 Approval Expirations and Extensions:

Applicants are responsible to submit required documents to the Committee in a timely manner. If a proposed project does not receive Final Approval within 12 months of the project application date, the application for the project shall expire.

Applicants are also responsible to commence construction in a timely manner. If construction of an approved project is not substantially underway within 12 months of the date of Final Approval, the application and all approvals for the proposed project shall expire.

If a Design Review application has expired, the applicant must submit a new Application for Design Review, including a new application fee, prior to any further review by the Committee.

#### Extensions to Expiration Dates:

An extension to the review and approval periods described above will be considered by the Design Review Committee if it is requested in writing prior to the date of expiration. Any extension granted by the Committee shall not exceed 12 months beyond the original date of expiration.

## 7.0 PLAN REVIEW

### 7.1 Preliminary Plans Submittal Requirements:

The submittal for Preliminary Plans approval shall include the items listed below for a new dwelling or a major remodel and/or addition to an existing dwelling. For other improvements, the requirements for the submittal will depend on the nature and extent of the proposed improvement, but shall not be less than required in Article VI, Section 6.1 of the CC&Rs. The applicant is advised to contact the Committee Consultant to ascertain the requirements for the submittal.

7.1.1 Completed Application for Design Review form.

7.1.2 Payment of the Design Review fee.

#### 7.1.3 Coverage and Height Analyses:

Applications for all new dwellings, and for all additions to existing dwellings, whether or not the additions add ground coverage, must provide Coverage Calculations and a height analysis to demonstrate that the proposed improvements conform to the current requirements for maximum allowable ground coverage (section 5.3) and maximum allowable building height (section 5.4).



#### 7.1.4 Design Drawings:

Two complete full sized sets and twelve reduced (11"x17") sets, as follows:

- a. Site Plan (1/8" scale):
  - Location of adjacent structures and any windows facing proposed dwelling.
  - Original natural site topography (see section 5.2 for requirements) with new contours, at one foot intervals, differentiated from existing contours with heavy solid lines or dotted lines. Identify benchmark (i.e. property corner stake or paint marked spot on the street) for use in checking elevations and building height during construction. The benchmark must be protected from damage during all construction and available for use during inspections.
  - All building setback lines and easements; siting of dwelling and finished floor elevations as related to benchmark or datum.
  - All existing and proposed structures and site features, including paving, driveways, walkways, patios, decks, retaining walls, benches, screening, etc. Clearly indicate whether structures and site features shown are existing or proposed.
  - Site drainage and final grading.
  - Line of proposed direction and pitch of roof and extent of overhangs.
  - Location of underground utilities and fuel storage tanks.
  - All other site features which are to be a part of the construction.
  - For improvements that will include demolition, the site shall clearly identify the portion(s) of the existing improvements to be demolished. If the building site is to be modified, this plan shall also show the existing topography. Elevations for existing conditions and proposed improvements must be based on the same datum.
- b. Floor Plans (1/4" scale – need not define interior space usage):
  - For each floor, define the ground coverage area, the conditioned space area, the garage and storage areas, location and size of exterior doors, windows, glass block, trellises and openings, patios, decks, balconies, fences, enclosures, gates and screening, overhang dimensions, any protrusions through the exterior (vents, etc.), and elevations of floors, patios, decks and balconies.
  - Show location of garbage and refuse storage including accessibility from the outside of the dwelling.
  - Floor plans need not include interior architectural plan details.
- c. Building Exterior (1/4" scale):
  - Show at least four exterior elevations.
  - Show outline of any structures or portions of structures to be demolished.
  - Show all materials and trim.
  - Show chimneys, skylights, and all other appendages.
  - Show existing and finished grade lines at building.
  - Show all exterior building and landscape lighting.

- d. Schematic Sections (1/4" scale):
  - Show section cuts through the house and site clearly showing building profiles and floor elevations as related to natural grade point established for building height control.
  - Show building height control, including in Unit 3, the percent of roof exceeding the 16' median height elevation.
  - Schematic sections need not include interior architectural details.
- e. Landscape:
  - Hardscaping. All proposed patios, walkways, retaining walls, exterior lighting, built-in seating, trellises, and any other constructed landscape features shall be included on the Site Plan. Provide elevations and details of all proposed hardscape features.
  - Planting. See "Bodega Harbour Landscape Guidelines", which can be obtained at the Administration Office, for Landscape Review Committee submittal requirements and procedures.

7.1.5 Completed Design Review Application Supplement form:

Applications which include any of the items listed below must include an Application Supplement form for the item(s):

- a. Fiber Cement Siding
- b. Solar Photovoltaic System
- c. Synthetic Decking

7.1.6 Exterior Materials and Colors Samples:

Provide material and color samples for all proposed exterior improvements, including but not limited to the following:

- a. Roofing material and color, if other than one of the pre-approved materials/colors.
- b. Siding material, if other than cedar or redwood boards or shingles.
- c. Siding color, if other than one of the pre-approved colors.
- d. Window frame material and color, if other than bronze or black. Provide a sample of the proposed house siding color with the window sample.
- e. Glass, if other than standard (not reflective) clear or medium bronze tint.
- f. Decking material and color, if other than redwood stained to match the house siding.
- g. Exposed concrete, if other than washed exposed aggregate finish as described in section 5.5.
- h. All proposed stone, tile and masonry.

The lists of pre-approved materials and colors, and some samples, are available to view at the Administration Office.

7.1.7 A visual presentation of the streetscape may be required for new or substantially altered structures.

7.1.8 The DRC may require the applicant to construct a story pole(s) and/or place stakes at the building corners on the lot of the proposed improvement. The story pole(s) or height marker(s) shall be constructed to show the location and elevation of the highest point(s) of the roof of the proposed improvement to allow an affected lot owner to visualize the impact of the proposed improvement.

**7.2 Design Review Committee Actions:**

The DRC will review the Preliminary Plans and take one of the following actions:

- a. **Reject Application:**  
Determination by the staff, Committee Consultant, or Committee that the submittal materials of the application are insufficient for review. The applicant will be advised as to what additional submittal materials are required.
- b. **Continue Application:**  
The applicant is requested to consider the comments and concerns of the Committee, and modify the submittal documents appropriately to address those comments and concerns. The applicant will be invited to return to the Committee for further review of the revised proposal at a future meeting.
- c. **Deny Application:**  
Determination by the Committee that the proposed project cannot be approved due to Grounds for Denial described in section 6.8.5, and continuing the application is not practical. The Committee will provide specific reasons for the denial of an application.
- d. **Approve Application with Conditions:**  
Determination by the Committee that the application is consistent with these Design Guidelines and the CC&Rs, and is approved subject to certain Conditions of Approval. Conditions of Approval may include some or all of the following:
  - Applicant shall revise submittal documents to reflect specific, itemized design modifications that were discussed in the meeting and agreed to by the applicant. The condition would typically authorize the Committee Consultant to review the Final Construction Drawings for consistency with the Committee approval.
  - Applicant shall return to the Committee (or Consultant) with color and/or material samples for approval.
  - The Preliminary Approval will expire if Final Approval is not received, or an extension requested, by a certain date.
  - Applicant shall provide a signed Performance Agreement and Security Deposit to the Administration Office prior to issuance of Final Approval.

**7.3 Final Construction Drawings Submittal and Review:**

After the Final Construction Drawings have been reviewed and any required changes made, the applicant will be sent a Performance Agreement along with the amount that will be required for a Security Deposit. Once the executed Performance Agreement and the Security Deposit have been received, a Final Approval letter, signed by the Chairman of the Design Review Committee, or a representative designated by the Chairman, will be sent to the applicant indicating Final Approval.

When any Final Construction Drawings are completed, the applicant shall submit two (2) complete sets to the Administration Office. These shall include any modifications which were previously requested by the DRC plus complete construction details.

Any exterior revisions to the approved plans must be resubmitted to the DRC for approval prior to any construction.

The Owner is responsible for obtaining all additional approvals as may be required, including a Sonoma County Building Permit, prior to commencement of construction.

**8.0 PERFORMANCE AGREEMENT AND SECURITY DEPOSIT**

The Performance Agreement is to certify that the owner will conform to the provisions of the CC&Rs, the Guidelines and the DRC approval. The provisions in the Performance Agreement will be strictly enforced.

A Security Deposit is required with the completed Performance Agreement. The amount of the Security Deposit shall be set by the Board on recommendations of the DRC. The current schedule of Security Deposits is maintained at the Administration Office. The Security Deposit may be applied to redress violations or offset expenses of the Association for noncompliance, as provided in the Performance Agreement. The Security Deposit shall be returned to the owner upon satisfactory completion of the construction, including landscaping, as confirmed by final inspection.

When the applicant has returned the signed Performance Agreement and Security Deposit to the Administration Office and has the DRC Final Approval together with the County permit, if required, construction may begin.

**9.0 CONSTRUCTION AND CERTIFICATION**

The Owner and/or Contractor shall permit access to the construction site for construction observations by authorized Association representatives and personnel throughout the duration of the construction process. The purpose of these observations is to assure compliance with the plans, as well as setback, height, and other requirements of the Design Guidelines and CC&Rs.

The Owner and/or Contractor must notify the Association at least two (2) working days in advance for each of the following four required observations. Additional review of the work, by a representative of the DRC, may be performed during the construction process.

**9.1 Building Layout and Existing Grade Observations:**

Once the property corners and benchmarks have been established along with the layout of the building lines at the site, and prior to any site excavation, the owner and/or the contractor must call the Administration Office for an observation. A representative of the DRC will visit the site and make observations regarding both the building lines in relation to the building setback lines and the elevation of the reference point(s) used to establish the roof heights. It is strongly recommended that the owner/contractor employ the services of a licensed land surveyor to accurately lay out the building on the site prior to the start of construction. For new dwellings and major remodels/additions, the DRC may require the applicant submit to the DRC a certification from a licensed land surveyor that the building lines for the improvement have been laid out so it will not infringe on any setback lines as shown on the Site Plans.

**9.2 Foundation Observations:**

Once the concrete forms for the foundation and/or stem walls have been constructed, prior to placing the concrete, the owner and/or the contractor must call the Administration Office for a foundation observation. A representative of the DRC will visit the site and make observations regarding the location of the forms in relation to the building setback lines.

**9.3 Rough Framing and Building Height Observations:**

When the rough framing is substantially complete, but prior to installation of any siding or roofing, the owner and/or contractor must call the Administration Office for a rough framing and building height observation. A representative of the DRC will visit the site and make observations regarding the exterior framing and the roof heights complying with the approved drawings. For new dwellings and major remodels/additions, the DRC may require the applicant submit to the DRC a certification from a licensed land surveyor that the building as framed does not violate any building height or setback limitations.

**9.4 Final Completion:**

When all construction and final landscaping are completed, the property owner shall call the Administration Office to request observation of final completion by the Design Review and Landscape Review Committees' designees. After the observations, the applicant will be notified in writing of any items which require attention. When the required items have been satisfactorily attended to, or if no additional work is required, the Security Deposit will be returned to the applicant less any funds expended or fines retained for non-compliance.

## 10.0 CONSTRUCTION COMPLETION

Construction of any improvement, once commenced, shall be pursued diligently to completion. Improvements not completed within twelve (12) months after commencement, or upon which construction has ceased for ninety (90) consecutive days, or which have been partially or totally destroyed and not rebuilt within six (6) months, shall be deemed nuisances, with remedies for the Association as set forth in Section 6.10 of the CC&Rs. The Design Review Committee will consider granting an extension to the required completion date, for a maximum of 12 additional months, provided that a written request for this extension is submitted by the Owner and Contractor prior to the required completion date. Completion, as it applies to this section, shall generally be defined as the completion of all exterior work, which shall include the completion of the exterior shell including its finishes, the installation of all landscaping, and the removal of all construction debris from the site. The specific requirements for completion are included in the Performance Agreement (see section 8.0).

## 11.0 APPEALS PROCEDURE

### 11.1 Right to Appeal:

An applicant or any owner who is affected by a decision of the DRC that either approves or denies Preliminary Plans or Final Construction Drawings that have been submitted to the DRC may appeal such DRC decision to the Board of Directors.

The recipient of a Stop Work order is encouraged to work with the Administration to resolve the matter for which it was issued. Notwithstanding the above, the recipient has the right to appeal the Stop Work order to the Board of Directors. Upon receipt of a notice of appeal, which states the grounds on which the appeal is based, the Board shall schedule a hearing within ten (10) working days unless the recipient consents to holding the hearing at another time mutually agreeable to the Board and recipient.

### 11.2 Time and Manner of Appealing:

An appeal shall be in writing and shall be filed in the Administration Office not later than thirty (30) days after the date of the written notice of the DRC's decision to the applicant pursuant to subsection 6.8.6 of these Guidelines. If the appealing person is not the applicant, a copy of the appeal shall be sent to the applicant.

### 11.3 Content of Appeal:

The appeal shall state as clearly and concisely as possible the reasons for the appeal and the objections to the DRC's decision that the appealing party desires the Board to consider.

### 11.4 Response to Appeal:

Any owner who is affected by the DRC's decision being appealed may file a response to the appeal in the Administration Office with ten (10) days after the date the appeal was filed in the Administration Office. The owner responding to the appeal shall be solely responsible for ascertaining from the Administration Office the date on which the appeal was so filed.

**11.5 Scheduling a Hearing:**

Promptly upon the filing of an appeal with the Association, the General Manager or a member of his/her staff shall send a written notice to the appealing party, the applicant (if the appealing party is other than the applicant) and any person who has filed a response to the appeal, of the time, date, and place that a hearing of the appeal will be held by the Board of Directors. The date scheduled for the hearing shall not be sooner than twenty (20) days after the filing of the appeal with the Association and shall be not later than forty-five (45) days after the filing of the appeal.

**11.6 Conduction of the Hearing:**

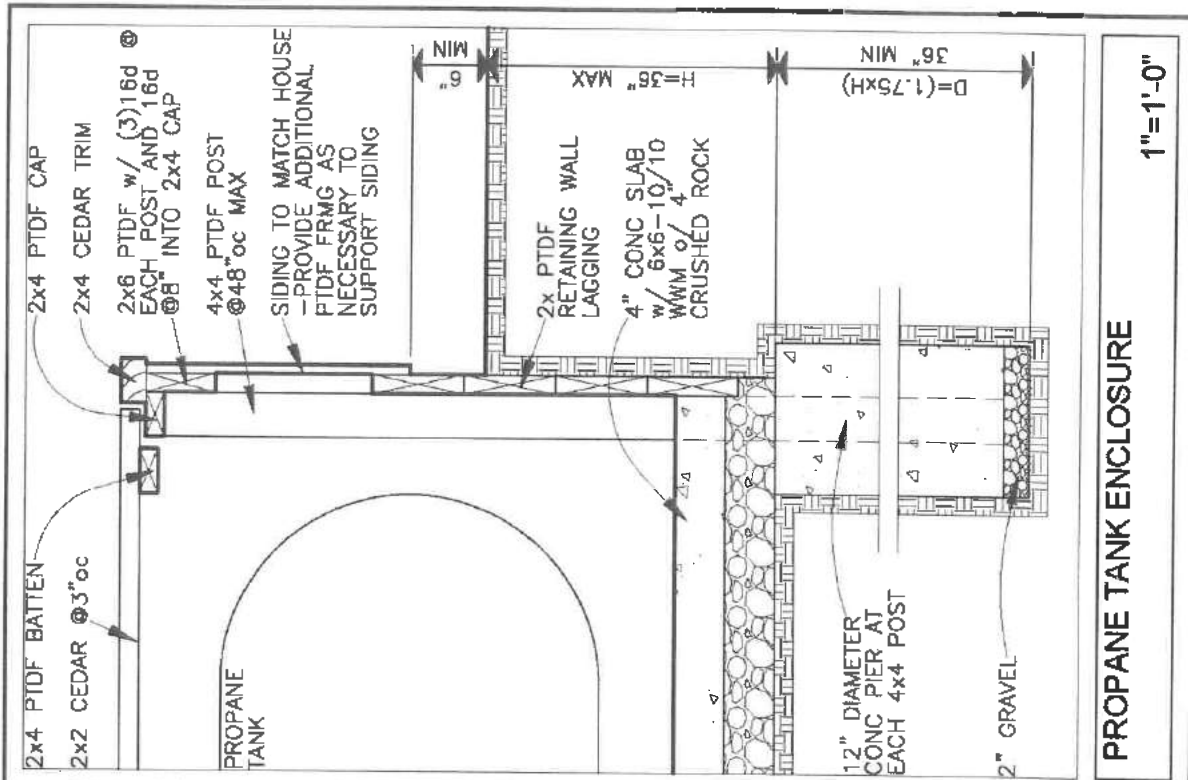
The hearing shall be conducted at a meeting of the Board and the appealing party, the applicant (if other than the appealing party), any owner who has filed a response to the appeal, and any other owner who is affected by the DRC's decision shall have the right to attend the hearing and to address the Board concerning the appeal, subject to any reasonable time limit and procedural rules established by the Board at the hearing. Prior to rendering a decision on the appeal, the Board shall consider any matters presented to it in the appeal and in any response to the appeal and any comments made at the hearing.

**11.7 Decision on Appeal:**

The decision of the Board on the appeal shall be rendered in writing, shall state the reasons for the decision, and shall be sent, not later than fifteen (15) days after the date of the hearing, to the appealing party, the applicant (if other than the appealing party) and any owner who has responded to the appeal. The decision of the Board shall be final and binding on all affected owners.

**PROPANE TANK ENCLOSURE NOTES**

1. SEE DESIGN REVIEW GUIDELINES FOR ADDITIONAL CRITERIA.
2. ENCLOSURE DESIGN SHALL BE SUBMITTED TO THE BODEGA HARBOUR DESIGN REVIEW COMMITTEE FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
3. INSTALL PROPANE TANK PER SONOMA COUNTY REGULATIONS AND TANK PROVIDER SPECIFICATIONS.
4. PROPANE TANK SHALL BE LOCATED 5'-0" MINIMUM FROM PROPERTY LINES, OR PER SONOMA COUNTY REGULATIONS, WHICHEVER IS GREATER.
5. COORDINATE WITH TANK PROVIDER REGARDING MINIMUM TANK CLEARANCES, REQUIREMENTS FOR SECURING TANK TO CONCRETE SLAB, AND INSTALLATION SEQUENCE, PRIOR TO CONSTRUCTION.
6. PROVIDE 4" DIAMETER DRAIN IN CONCRETE SLAB, SLOPE DRAIN PIPE AT 1/4" PER FOOT MINIMUM AND DAYLIGHT DOWNSLOPE FROM ENCLOSURE.
7. ALL SIDES OF TANK, INCLUDING THE TOP, SHALL BE ENCLOSED.
8. ENCLOSURE TOP SHALL BE SOLID, TRELIS, OR LATTICE TYPE, WITH MAXIMUM OPENING OF 2". TOP SHALL BE REMOVABLE OVER AREA OF TANK REFILL VALVE.
9. IF THE ENCLOSURE IS LOCATED OUTSIDE OF THE BUILDING ENVELOPE, COMPLY WITH THE FOLLOWING:
  - a. THE TOP OF THE ENCLOSURE SHALL NOT EXCEED 18" ABOVE ORIGINAL NATURAL GRADE. SEE GUIDELINES FOR ADDITIONAL INFORMATION AND EXCEPTION.
  - b. ENCLOSURE SIZE SHALL BE KEPT TO A MINIMUM AS NECESSARY TO ACCOMMODATE SELECTED TANK SIZE. CONFIRM MINIMUM SIZE WITH TANK PROVIDER.



**PROPANE TANK ENCLOSURE**

1"=1'-0"



**LPG – Liquefied Petroleum Gas Facilities and Piping**

In addition to the requirements for gas piping, the facilities and piping shall conform to the following requirements:

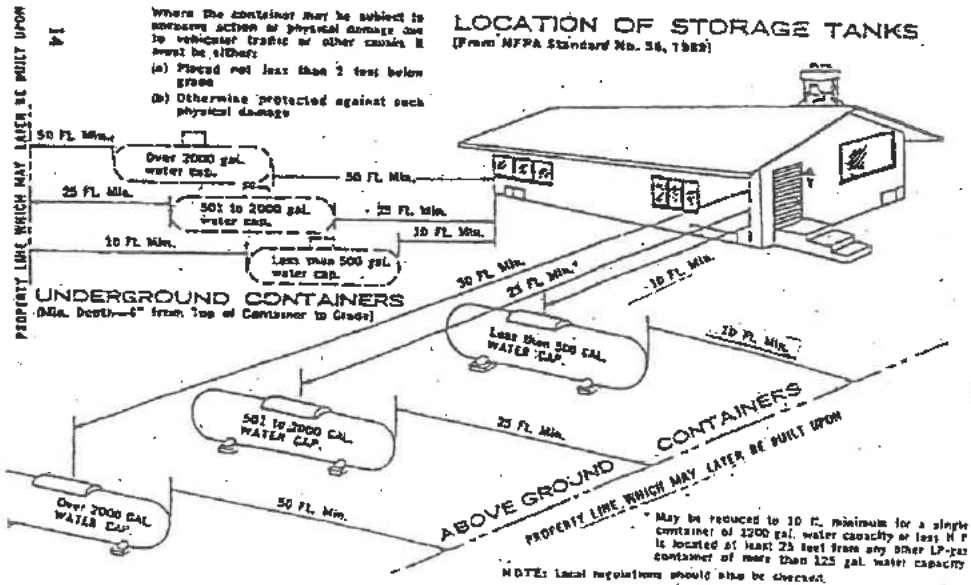
All LPG facilities shall be readily accessible for inspection, reading, testing and shutting off the gas supply at all times. All service piping and main supply shut-off valves shall be outside of the building.

LPG facilities shall not be located in any pit or basement or under interior stairways.

Discharge from relief valves shall be into open air and shall not be less than 5 feet horizontally away from any opening into a building which is below such discharge.

Use of plastic pipe for LPG facilities and piping is not allowed.

**INSTALLATION OF LPG STORAGE TANKS.**





Bodega Harbour Homeowners Association

**ADMINISTRATIVE APPROVAL APPLICATION:  
ANTENNA INSTALLATION**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip Code \_\_\_\_\_

**Antenna Installer:**

Name/Company \_\_\_\_\_

Telephone \_\_\_\_\_

**TO BE COMPLETED BY DESIGN REVIEW COMMITTEE REPRESENTATIVE:**

**DRC Representative** \_\_\_\_\_

**Meeting Date** \_\_\_\_\_

**Other Meeting Attendees** \_\_\_\_\_

**Antenna Size** \_\_\_\_\_

**Color** \_\_\_\_\_

**Location** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Notes** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Request Approved

\_\_\_\_ Request Denied: Provide explanation above and confirm that this request is placed on the next DRC meeting agenda

\_\_\_\_\_  
**Approved by DRC Representative**

\_\_\_\_\_  
**Date**



## APPLICATION FOR DESIGN REVIEW

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**Applicant:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_ Owner \_\_\_\_\_ Architect/Designer  
\_\_\_\_\_ Contractor \_\_\_\_\_ Other \_\_\_\_\_

**Property Owner (if other than applicant):**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Review Fee:**

The Review Fee covers the cost of all review procedures, including re-submittals, through Final Construction Drawings approval. Any modifications to the project design after Final Construction Drawings approval will require a new Application for Design Review and a new Review Fee. Select the appropriate Project Category and submit the Review Fee with this Application:

<u>Project Category (see descriptions below)</u>	<u>Review Fee</u>	<u>Security Deposit</u>
_____ 1. New Construction	\$2,000.00	\$12,000.00
_____ 2. Major Addition	\$1,600.00	\$ 5,000.00
_____ 3. Minor Addition/Major Exterior Improvements	\$ 800.00	\$ 1,000.00
_____ 4. Minor Exterior Improvements	\$ 200.00	\$ 500.00

**1. New Construction:**

- New Residence
- Additions (including demolition/reconstruction) that exceed 50% of the floor area of an existing residence.
- May also include exterior improvements.

**2. Major Addition:**

- Additions of 200 sq. ft. or more.
- May also include exterior improvements.

**3. Minor Addition and/or Major Exterior Improvements:**

- Additions of less than 200 sq. ft.
- Exterior improvement projects which exceed the scope of Category 4 "Minor Exterior Improvements", as determined by the DRC.



## APPLICATION FOR DESIGN REVIEW

### 4. Minor Exterior Improvements:

- Site improvements, such as a propane tank enclosure, or paving, or hardscape, or;
- New window, or door, or skylight, or;
- Solar photovoltaic system.
- Note that a project including multiple Minor Exterior Improvements may be classified as Category 3 "Major Exterior Improvements", as determined by the DRC.

**Briefly Describe Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

See section 7 of the Bodega Harbour Design Guidelines and Construction Regulations for specific application submittal requirements.

### Design Review Application Supplement form:

Select all applicable and submit form(s) with this Application:

- Fiber Cement Siding**
- Solar Photovoltaic system**
- Synthetic Decking**

### Interior Floor Plans - Release of Liability:

As described in Design Guidelines section 7.1.4.b, floor plans need not define interior space usage: The Design Review Committee, the Board of Directors, and the Association cannot and will not assume any responsibility for the privacy or security of any owner whose plans filed with the Committee contain interior floor plans or architectural details for the interior. Any owner submitting, or allowing to be submitted, plans that include interior plans will be assumed to have waived any rights of privacy, and to have assumed total responsibility for the safeguarding of the interior plans and the information contained therein, and that neither the Committee, nor the Board, nor the Association shall be responsible or held liable for any harm or damages alleged to have occurred due to the existence of such plans or the disclosure of discovery of the contents of such plans.

**Please check appropriate statement:**

- I, the homeowner, have not included interior floor plans of my property with the plans that are being submitted.
- I, the homeowner, have included interior floor plans of my property with the plans submitted for review by the Design Review Committee. I therefore release the Design Review Committee, the BHHA Board of Directors, and the Bodega Harbour Homeowners Association of any liability.

In order for the Design Review Committee to accept this application for review, the property owner is required to sign and date below, stating that they have read and understand the release of liability.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Parcel #

\_\_\_\_\_  
Date



Bodega Harbour Homeowners Association

**ADMINISTRATIVE APPROVAL APPLICATION:  
EXTERIOR LIGHT FIXTURE REPLACEMENT**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

This Administrative Approval is limited to the replacement of existing exterior light fixtures. Installation of any new or relocated exterior light fixtures requires Design Review Committee approval.

In signing this request form, the property owner agrees that the proposed replacement light fixtures conform to the following criteria:

All exterior lighting, including landscape lighting, shall be indirect or shielded. Recessed lighting may be installed in exterior soffits and porch ceilings. Surface mounted wall fixtures shall have opaque (solid) shades that direct the light downward. Landscape fixtures shall have opaque "mushroom" or similar type shades which direct the light directly onto paths or stairs. Paintable shades, such as site built wood boxes, shall be stained to match the house siding. Metal shades shall have a bronze or black finish. Exterior light fixture types and finishes should be consistent around the exterior of the dwelling and throughout the site.

Exterior wall mounted flood lights with heads that can swivel, even if fitted with metal hoods, are not approved. Decorative fixtures with the bulbs being shielded with translucent glass or plastic covers are not approved. Fixtures with colored light sources including sodium or mercury vapor lights are also not approved.

Other fixture types and finishes may be submitted to the Design Review Committee for consideration.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Parcel #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval By

\_\_\_\_\_  
Date



Bodega Harbour Homeowners Association

**ADMINISTRATIVE APPROVAL APPLICATION:  
EXTERIOR SIDING RE-STAIN**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Contractor:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Start Date \_\_\_\_\_

This application for Administrative Approval is limited to the re-staining of siding (or staining of previously unfinished siding) on an existing dwelling. The following "Cabot" brand stain colors have been pre-approved by the Bodega Harbour Design Review Committee. Please indicate selection:

\_\_\_\_ Beechwood Gray

\_\_\_\_ Dark Gray

\_\_\_\_ Driftwood Gray

\_\_\_\_ Dune Gray

\_\_\_\_ Granite

\_\_\_\_ Pewter Gray

\_\_\_\_ Taupe

\_\_\_\_ Bleaching Oil

\_\_\_\_ Clear Sealer

Samples of these colors, applied to wood siding, are available to view at the Association Office. "Cabot" stains are referenced for color only. Any major stain brand, with a flat or low sheen, can be used, providing the color is formulated to match the selected "Cabot" color. Semi-transparent, semi-solid or solid color stain can be used.

Other colors and sheens must be submitted for review by the Design Review Committee.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Parcel #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval By

\_\_\_\_\_  
Date



**DESIGN REVIEW APPLICATION SUPPLEMENT:  
FIBER CEMENT SIDING**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

This document shall be submitted with the Application for Design Review for any project that includes a proposal to install new fiber cement siding (Hardie, etc.). Upon Design Review Committee approval, the following specifications shall be considered Conditions of Approval for the project. **Complete the following Checklist:**

**Siding Material:** Fiber cement siding, with cedar texture unless otherwise noted (select one):

\_\_\_\_\_ 5/16" thick horizontal lap siding (select one):

\_\_\_\_\_ HardiePlank-Select Cedarmill with \_\_\_\_\_ inch exposure.

\_\_\_\_\_ Other brand: \_\_\_\_\_ (sample provided).

\_\_\_\_\_ 5/8" thick horizontal lap siding: Hardie Artisan-Textured with \_\_\_\_\_ inch exposure.

\_\_\_\_\_ 1/4" thick shingle siding (select one):

\_\_\_\_\_ HardieShingle Straight-Edge Panel with 5" exposure.

\_\_\_\_\_ Other brand: \_\_\_\_\_ (sample provided).

\_\_\_\_\_ Other: \_\_\_\_\_ (sample provided).

**Outside Corner Detail (select one):**

\_\_\_\_\_ Corner trim. Allowed for all siding types. Trim depth shall match or exceed overall siding depth, but shall not exceed 1-1/2". Trim width shall not exceed 3-1/2" (select one):

\_\_\_\_\_ 3/4" x 2-1/2" fiber cement: HardieTrim Batten Board (encouraged for siding 5/16" thick or less).

\_\_\_\_\_ Other fiber cement size: \_\_\_\_\_

\_\_\_\_\_ Mitered siding. Allowed for 5/8" thick lap siding only, unless specifically approved otherwise.

\_\_\_\_\_ Laced siding (not mitered). Allowed for 1/4" thick shingle siding only.

\_\_\_\_\_ Other: \_\_\_\_\_ (sample provided).

**Window Trim (select one):**

\_\_\_\_\_ No trim: Required for 5/16" thick lap siding and 1/4" thick shingle siding, unless specifically approved otherwise. For 5/8" thick lap siding, verify that window frame depth is adequate to conceal siding edges.



**DESIGN REVIEW APPLICATION SUPPLEMENT:  
FIBER CEMENT SIDING**

\_\_\_\_\_ Copper J-mold (Z-flash at head) around window frame. Allowed only for 5/8" thick lap siding where window frame depth is not adequate to conceal siding edges. Submit detail.

\_\_\_\_\_ Other: \_\_\_\_\_ (detail provided).

**Siding and Trim Finish (select one):**

\_\_\_\_\_ Field-applied paint or solid color stain over factory-applied primer. Color shall match one of the following "Cabot" brand stain colors (select one):

- \_\_\_\_\_ Dark Gray    \_\_\_\_\_ Pewter Gray    \_\_\_\_\_ Beechwood Gray    \_\_\_\_\_ Taupe  
\_\_\_\_\_ Dune Gray    \_\_\_\_\_ Granite Gray    \_\_\_\_\_ Driftwood Gray

Any major paint or stain brand, with a flat, matte, or low sheen, can be used, providing the color is formulated to match the selected "Cabot" color. A sample of the siding with the finish may be requested for Final Approval.

\_\_\_\_\_ Factory-applied finish. Color shall be one of the following "Hardie" brand colors:

- \_\_\_\_\_ Monterey Taupe    \_\_\_\_\_ Woodstock Brown  
\_\_\_\_\_ Gray Slate    \_\_\_\_\_ Aged Pewter

Wood trim (and other exterior exposed surfaces) not provided with the factory-applied finish shall be painted or stained to match the factory-applied finish color and sheen. A sample of the trim with the finish may be requested for Final Approval.

\_\_\_\_\_ Other: \_\_\_\_\_ (sample provided).

**Additional Requirements:**

All fiber cement siding installations shall also comply with the following requirements:

1. Door Trim:
  - a. Doors with flanged (nail fin) frames: Same criteria as for window trim.
  - b. Doors without flanged frames: Same criteria as for outside corner trim, except no trim at out-swing "blind" doors.
  - c. A window immediately adjacent to a door that does not have a flanged frame, such as a sidelite window next to a front door, may have exterior trim that extends around both the door and the window.
  
2. Siding Installation:
  - a. All siding shall be blind nailed, typically. Face nail only where necessary (at butt joints, below windows, etc.).
  - b. Center butt joints over studs (metal joiners at butt joints are not allowed).

Design Review Committee Approval By \_\_\_\_\_

Date \_\_\_\_\_





## PERFORMANCE AGREEMENT

Parcel \_\_\_\_\_ Date \_\_\_\_\_

Project Address \_\_\_\_\_

Project Description \_\_\_\_\_

Security Deposit Amount \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Contractor:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Architect:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

In consideration of the approval of the plans and specifications for the above referenced project by the Bodega Harbour Design Review Committee, acting on behalf of the Bodega Harbour Homeowners Association ("the Association"), the undersigned Owner and Contractor jointly and severally agree as follows:

- (1) **Construction Per Plans and Specifications.** Owner and Contractor shall cause the project to be constructed strictly in accordance with the plans and specifications approved by the Association, the Declaration of Covenants, Conditions and Restrictions for Bodega Harbour (and in particular, Article VI thereof), and all requirements established as a condition of the approval by the Association.

The Owner is responsible for obtaining all additional approvals as may be required, including a Sonoma County Building Permit, prior to commencement of construction.



## PERFORMANCE AGREEMENT

- (2) **No Changes.** Neither Owner nor Contractor will make any changes or alterations in the approved plans and specifications affecting the exterior design or the landscaping of the lot without the written consent of the Association. All property lines shall be kept free and open. No fences, hedges or walls shall be permitted, nor shall excavations and/or devices installed to maintain natural drainage be undertaken, without the specific approval of the Design Review or Landscape Review Committee.
- (3) **Timely Completion; Damages for Delay.** Once the work of improvement has commenced, the Owner and Contractor shall use reasonable diligence to insure its prompt completion. All exterior improvements, including building exterior, site work and landscaping, shall be completed, in conformance to the approved drawings, by the required completion date, which shall be 12 months from the date of this Agreement. The Design Review Committee will consider granting an extension to the required completion date, for a maximum of 12 additional months, provided that a written request for this extension is submitted by the Owner and Contractor prior to the required completion date. The parties agree that the damages which the Association may incur as a result of a delay in the completion of the project covered by this Agreement (including such things as additional management costs, additional security costs, and loss of public and member goodwill) would be difficult to measure exactly, and therefore the parties agree that Owner shall pay to the Association the sum of \$100.00 per day for each calendar day the exterior or landscaping remains incomplete after the time for completion specified herein or in any written extension agreement. This per diem sum shall be deemed liquidated damages for such delay and the parties agree that this amount is a reasonable estimate of such damages that the Association would incur. These liquidated damages shall be deducted from the Security Deposit described in paragraph 12 below and if such damages exceed the amount of the Security Deposit, Owner agrees to pay such excess to the Association promptly upon demand. The liquidated damages for delay specified in this paragraph shall be in addition to and not in lieu of any damages for actual out-of-pocket costs resulting from any other violation of the terms of this agreement or pursuant to the indemnification obligations set forth elsewhere in this Agreement. Neither the demand nor the acceptance of such liquidated damages by the Association shall constitute a waiver of any default, nor prevent the Association from exercising any of the other rights and remedies hereunder.
- (4) **Restrictions and Rules During Construction.** Owner and Contractor hereby covenant and agree to comply with and be bound by each of the following restrictions and rules during the construction, and shall be responsible for causing compliance with such rules and restrictions by all subcontractors, suppliers, workers, and others on the job site at the request or invitation of Owner or Contractor.
- a. All construction spoils and debris shall be removed from the construction site not less frequently than once a week during the construction period.
  - b. All construction materials and equipment shall be kept within the property boundaries at all times and shall be stored in a neat and sanitary manner. No equipment or material shall be stored on adjacent property or Association common areas without the prior express written consent of the property owner or Association, as the case may be.
  - c. The construction site shall be kept neat and orderly at all times. Appropriate steps shall be taken to prevent items (such as sheet plastic, insulation, sawdust, landscaping materials, boxes and packaging, etc.) from being blown off the property by the wind.



## PERFORMANCE AGREEMENT

Dust areas shall be kept watered. Any vehicle hauling blowable material such as dry soil, landscaping material, insulation, etc. shall be covered in accordance with the California Vehicle Code.

- d. There shall be no burning or open fires on the site.
  - e. No soil, sawdust, concrete (such as the purging from concrete trucks), or other materials or waste shall be disposed of in the roadways, gutters or storm drains. All spills are to be cleaned up immediately.
  - f. Excess soil (other than topsoil) shall be removed promptly at the time of excavation. Site grading is to be completed immediately following foundation, and landscaping is to be completed as soon as is practicable thereafter.
  - g. All persons, including sub-contractors, suppliers, workers, and others on the job site at the request or invitation of Owner or Contractor shall obey the 25 mile per hour speed limit and shall at all times while in the subdivision, park only parallel to the curb and one side (job site) of street to avoid traffic pattern hazards to other vehicles using streets. There shall be no parking in prohibited areas, no double parking and no parking in the middle of the road.
  - h. Owner and Contractor shall take steps to protect sidewalks when crossing with heavy equipment. All damages to sidewalks, roads, or any Association property caused by Owner, Contractor or any sub-contractor, supplier, worker, or other person on the job site at the request or invitation of Owner or Contractor shall be promptly repaired at the sole cost and expense of Owner.
  - i. Portable toilets shall be maintained during construction by and at the expense of Owner in compliance with all applicable laws and regulations. No toilet shall be permitted on the streets or sidewalks without the prior express written permission of the Association.
  - j. There shall be no unleashed animals on or about the job site at any time.
  - k. Activities in connection with the construction shall be conducted so as to preserve, to the fullest extent possible, the peace and quiet enjoyment of Association common areas and adjacent properties. There shall be no loud radio playing, and no obscene language or behavior. Owner and Contractor agree to cooperate with the Association Security Personnel to eliminate any nuisance, whether specifically mentioned here or not.
  - l. Construction work hours shall be limited to 7:00 a.m. - 6:00 p.m., Monday through Saturday. No work shall be permitted on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. Exception: After house has been "closed in" work may be done if BHHA permit is obtained.
- (5) The parties agree that the damages, which the Association may incur by way of extra management costs and loss of public and member goodwill as a result of a violation of any of the particular rules or restrictions set forth above in paragraph 4, would be difficult to measure exactly, and therefore the parties agree that Owner shall pay to the Association the sum of \$25.00 for liquidated damages for extra management costs and loss of public and



## PERFORMANCE AGREEMENT

member goodwill only (with the exception of item "I" in paragraph 4, for which the sum shall be \$100.00), **FOR EACH INCIDENT** in violation of any of the above described rules or restrictions by Owner, or by Contractor, or by any subcontractor, supplier, worker, or other person on the job site at the request or invitation of Owner or Contractor, and that this amount is a reasonable estimate of such damages the Association would incur. For purposes of this provision, if a violation continues for more than one calendar day, **EACH DAY SUCH VIOLATION CONTINUES SHALL BE DEEMED TO BE A SEPARATE INCIDENT OF VIOLATION**. These liquidated damages shall be deducted from the Security Deposit described in paragraph 12 below and if such damages exceed the amount of the Security Deposit, Owner agrees to pay such excess to the Association promptly upon demand. The liquidated damages for violation of paragraph 4 above, as specified in this paragraph, shall be in addition to and not in lieu of any damages for actual out-of-pocket costs resulting from any other violation of the terms of this Agreement or pursuant to the indemnification obligations set forth elsewhere in this Agreement. Neither demand nor acceptance of such liquidated damages by the Association shall constitute a waiver of any default, nor prevent the Association from exercising any of the other rights and remedies granted hereunder.

- (6) In addition to the liquidated damages provided for herein, if Owner fails to comply with any of the covenants or obligations under this Agreement, the Association may at its option enter upon the construction site after 5 days prior written notice to Owner (except in the case of emergency, in which case no notice shall be required), perform such obligations on Owner's behalf and at Owner's sole cost, expense and risk. In addition, Owner shall reimburse Association for any out-of-pocket costs incurred as a result of any breach of any of the provisions of this Agreement. Such costs shall be deducted from the Security Deposit described in paragraph 12 below and if such costs exceed the amount of the Security Deposit, Owner agrees to pay such excess to the Association promptly upon demand.
- (7) **Signs on Property.** During construction, job identification signs having a maximum face of six (6) square feet are allowed.
- (8) **Utilities.** All utilities shall be connected at least temporarily within 30 days.
- (9) **Agent Responsibility.** All contractors, subcontractors, suppliers, workers and others on the job shall be deemed to be the agents of the Owner for the purposes of this Agreement and Owner shall be absolutely liable for the acts of said contractors, subcontractors, suppliers, workers, and others.
- (10) **Construction Observations.** The Owner and/or Contractor shall permit access to the construction site for construction observations by authorized Association representatives and personnel throughout the duration of the construction process. The purpose of these observations is to assure conformance to the DRC Approval, including setbacks, heights, and other requirements of the Design Guidelines and CC&Rs. It is the Owner's or his Contractor's responsibility to request all necessary observations of the Design Review Committee. The Owner and/or Contractor must notify the Administration Office, at (707) 875-3519, ext. 210, at least two (2) working days in advance for each of the following four required observations. Additional review of the work, by a representative of the DRC, may be performed during the construction process.





## PERFORMANCE AGREEMENT

**a. Building Layout and Existing Grade Observations.**

Once the property corners and benchmarks have been established along with the layout of the building lines at the site, and prior to any site excavation, the owner and/or the contractor must call the Administration Office for an observation. A representative of the DRC will visit the site and make observations regarding both the building lines in relation to the building setback lines and the elevation of the reference point(s) used to establish the roof heights. It is strongly recommended that the owner/contractor employ the services of a licensed land surveyor to accurately lay out the building on the site prior to the start of construction. For new dwellings and major remodels/additions, the DRC may require the applicant submit to the DRC a certification from a licensed land surveyor that the building lines for the improvement have been laid out so it will not infringe on any setback lines as shown on the Site Plans.

**b. Foundation Observations.**

Once the concrete forms for the foundation and/or stem walls have been constructed, prior to placing the concrete, the owner and/or the contractor must call the Administration Office for a foundation observation. A representative of the DRC will visit the site and make observations regarding the location of the forms in relation to the building setback lines.

**c. Rough Framing and Building Height Observations.**

When the rough framing is substantially complete, but prior to installation of any siding or roofing, the owner and/or contractor must call the Administration Office for a rough framing and building height observation. A representative of the DRC will visit the site and make observations regarding the exterior framing and the roof heights complying with the approved drawings. For new dwellings and major remodels/additions, the DRC may require the applicant submit to the DRC a certification from a licensed land surveyor that the building as framed does not violate any building height or setback limitations.

**d. Final Completion Observations.**

When all construction and final landscaping are completed, the property owner shall call the Administration Office to request observation of final completion by the Design Review Committee and Landscape Review Committees' designees. After the observations, the applicant will be notified in writing of any items which require attention. When the required items have been satisfactorily attended to, or if no additional work is required, the Security Deposit will be returned to the applicant less any funds expended or fines retained for non-compliance.

- (11) Owner and Contractor covenant and agree to indemnify, defend and hold harmless the Association and its officers, directors, agents and employees from and against any and all claims, demands, losses, expenses, liabilities and damages arising from the construction project covered by this Agreement. Upon notice from the Association, Owner shall defend all such claims at Owner's expense by counsel satisfactory to the Association. Owner and Contractor, as a material part of the consideration for this Agreement, hereby assumes all risk of damage to property or injury to persons in, upon or about the construction site arising from any cause, and hereby waive all claims in respect thereof against the Association and its officers, directors, agents and employees.



# PERFORMANCE AGREEMENT

- (12) **Security Deposit.** Concurrent with the execution of this Agreement, the Owner shall deposit with the Association a Security Deposit, the amount of which is indicated on page 1 of this document, which shall serve as a guaranty for the performance of this agreement by the Owner, including both construction and landscaping of the lot. The Association may use such portion of said deposit as specifically provided herein or as may be required to reimburse the Association for costs incurred by the Association to enforce or cure any violations of this Agreement by the Owner. Owner shall have ten (10) days to restore the amount of the deposit from the date of reasonable demand of BHHA and/or its authorized representative. The unused balance of said deposit will be returned, without interest, to the Owner upon completion of the project, and verification that all terms and provisions of this Agreement have been performed by the Owner and/or Contractor. This Security Deposit is not intended as a limitation upon the right of the Association to commence an action to enforce performance of this Agreement or for damages arising out of this Agreement's breach by the Owner.
- (13) **Stop Work Injunction.** It is understood and agreed that, in addition to any other right or remedy hereunder, the Association has the right to specific performance of this Agreement and may stop construction and enjoin further work or occupancy until any violation of the Agreement is corrected. The parties agree that in the event of an injunction, the injunction bond will not exceed the amount of the security deposit described in paragraph 12.
- (14) **Cost of Enforcement.** In the event it becomes necessary to commence legal action to enforce the terms and provisions of the Agreement, the Court may award attorneys' fees and costs.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
CONTRACTOR

APPROVED:  
BODEGA HARBOUR HOMEOWNERS ASSOCIATION

By: \_\_\_\_\_

A COPY OF THIS AGREEMENT MUST BE ON THE CONSTRUCTION SITE AT ALL TIMES AND READ TO WORK CREWS AND SUBCONTRACTORS.

CONSTRUCTION SITE SHALL BE POSTED WITH STREET ADDRESS AND PARCEL NO. AS TO BE VISIBLE FROM THE STREET.

**NOTICE:**  
This approval of your plans by the Design Review Committee does not constitute an endorsement, approval or recommendation of any engineering, structural or constructions methods or designs. The applicant and the applicant's engineers, architects, contractors and



## **PERFORMANCE AGREEMENT**

other advisors are solely responsible for all engineering design and structural components and methods. The Declaration of Covenants, Conditions and Restrictions of Bodega Harbour under which the Design Review Committee exercises its authority contains the following provision at Section 6.11:

**“Notwithstanding the approval by the Design Review Committee of plans and specifications or its inspection of the work in progress, neither it, the Association, nor any person acting on behalf of any of them shall be responsible in any way for any defects in any plans or specifications or other material submitted to the Committee, nor any defects in any work done pursuant thereto. Each person submitting such plans or specifications shall be solely responsible for the sufficiency thereof and the adequacy of improvements constructed pursuant thereto.”**

Accordingly, the Committee and the Association specifically disclaim all liability or responsibility for any defects, faults, or other inadequacies in the engineering, design or construction of the improvements. You are cautioned and admonished to seek the advice and assistance of appropriate professional advisors, including engineers, architects, contractors, planners, etc.



Bodega Harbour Homeowners Association

**ADMINISTRATIVE APPROVAL APPLICATION:  
REPAIRS/REPLACEMENT**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Contractor:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Start Date \_\_\_\_\_

This Administrative Approval Application is limited to the repair and/or replacement of damaged portions of previously approved existing exterior improvements. The shape and appearance of the completed repair/replacement work, including all exposed materials and finishes, shall exactly match the pre-damage existing conditions.

**Exceptions:**

1. Modifications necessary to comply with current building codes (such as minimum guardrail height) are permitted. However, any new element (such as a new guardrail where no pre-damage guardrail existed) must be submitted with an Application for Design Review.
2. Proposals to replace pre-existing decking with synthetic decking (Trex, etc.) will be considered. For all such proposals, including projects with pre-existing synthetic decking, a **Synthetic Decking Supplement** form must be included with this Administrative Approval Application.

The Property Owner shall submit **photographs** of all existing exterior improvements to be repaired/replaced with this application. A **Performance Agreement** must be executed by the Property Owner and a **Security Deposit** received before Administrative Approval is granted.

If the improvements to be repaired/replaced are not already documented at the Administration Office, **appropriate documentation**, as determined by staff, must be provided for administrative review. Repair/replacement of undocumented improvements that are determined to be out of conformance with the Design Guidelines are not eligible for this Administrative Approval, and the proposed work must be submitted for regular Design Review.





Bodega Harbour Homeowners Association

**ADMINISTRATIVE APPROVAL APPLICATION:  
REPAIRS/REPLACEMENT**

**Project Scope** (select one):

\_\_\_\_\_ **Major Repair: \$1,000.00 Security Deposit**  
Includes all repair work in excess of a Minor Repair.

\_\_\_\_\_ **Minor Repair: \$ 500.00 Security Deposit**  
Includes up to 20% of siding; or 4 or fewer windows; or up to 100 SF of a deck/patio.

**Briefly Describe Project.**

**Include any proposed modifications necessary to comply with current building codes:**

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**Certification by Property Owner:**

I hereby certify that the proposed repair/replacement work will exactly match the pre-damage existing conditions (except for any applicable Exception, as described above). If any other alterations to the pre-damage existing conditions are subsequently required or desired, I agree to submit an **Application for Design Review** for those proposed alterations, and I will not start any work on those proposed alterations prior to Design Review Committee Approval.

\_\_\_\_\_ **Photographs of all existing exterior improvements proposed to be repaired/replaced are included with this application (required)**

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Parcel #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval By

\_\_\_\_\_  
Date



Bodega Harbour Homeowners Association

**ADMINISTRATIVE APPROVAL APPLICATION:  
RE-ROOFING, ROOF GUTTERS**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Contractor:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Start Date \_\_\_\_\_

Representative: Name \_\_\_\_\_

Signature \_\_\_\_\_

This application for Administrative Approval is limited to the re-roofing of an existing dwelling, and/or the replacement or addition of roof rain gutters and downspouts to an existing dwelling.

A **Performance Agreement** must be executed by the Property Owner and a **Security Deposit** in the amount of **\$500.00** must be received before this Administrative Approval is granted.

Please indicate the proposed scope of work and complete the following checklist(s) below as apply:

\_\_\_\_\_ **Re-Roofing:**

\_\_\_\_\_ **Sloped Roof**

\_\_\_\_\_ **Flat Roof**

\_\_\_\_\_ **Roof Gutters and Downspouts**



**ADMINISTRATIVE APPROVAL APPLICATION:  
RE-ROOFING, ROOF GUTTERS**

**Re-Roofing: Sloped Roof:** Select one of the following:

\_\_\_\_\_ **Pre-Approved Sloped Roofing Product:** Select one of the following Composition Shingle products. Shingle color must be "Weathered Wood":

\_\_\_\_\_ GAF Timberline HD or Ultra HD      \_\_\_\_\_ Pabco Laminated Premier

\_\_\_\_\_ Certainteed Landmark      \_\_\_\_\_ IKO Cambridge

\_\_\_\_\_ **Similar Product:**

If a Weathered Wood (or similar colored) composition shingle product not listed above is proposed, the applicant may submit a sample of the proposed similar product. The sample will be reviewed by the Design Review Committee (DRC) at its next meeting for consistency with the pre-approved products. An Application For Design Review, application fee, and neighbor notification will not be required for this review:

Product Specification: \_\_\_\_\_

**Re-Roofing: Flat Roof:** Select one of the following:

\_\_\_\_\_ **Pre-Approved Flat Roofing Product:**

Select one of the following flat roofing products or systems:

\_\_\_\_\_ GAF EverGuard TPO. Color: **Dark Bronze** (no other brand or color is pre-approved).

\_\_\_\_\_ Modified bitumen roofing with "Weathered Wood" colored granular surface.

Product Specification: \_\_\_\_\_

\_\_\_\_\_ Tar and Gravel roofing with fine pea gravel in gray colors

Any other brand, material or color proposed for sloped or flat re-roofing will require the submittal of an **Application For Design Review**. Such submittal shall include a roofing material/color sample with manufacturer information, a building siding color sample, and photos of the building exterior, including the siding and the roof.

Note that all **roof flashings** shall be copper, or shall be painted or pre-finished to match the adjacent house siding or roofing color.



**ADMINISTRATIVE APPROVAL APPLICATION:  
RE-ROOFING, ROOF GUTTERS**

**Roof Gutters and Downspouts**

\_\_\_\_\_ **Pre-Approved Roof Gutters and Downspouts:**

New gutters shall have a plain fascia profile. New downspouts shall have a plain rectangular or plain round profile. Replacement gutters and downspouts must either match existing, or shall comply with the requirements for new gutters and downspouts. For durability against salt air, as well as for aesthetic reasons, copper gutters and downspouts are strongly encouraged. Galvanized sheet metal gutters and downspouts are allowed if they are painted to match the color of the house siding. Aluminum and PVC gutters are not administratively approved. Please indicate selections:

**Gutter Profile and Size:**

\_\_\_\_\_ Plain Fascia:                      Indicate size: \_\_\_\_\_ 5"                      \_\_\_\_\_ 7"

\_\_\_\_\_ Match Existing. Specify profile and size: \_\_\_\_\_

**Downspout Profile and Size:**

\_\_\_\_\_ Plain Rectangular:                      Indicate size: \_\_\_\_\_ 2"x3"                      \_\_\_\_\_ Other size: \_\_\_\_\_

\_\_\_\_\_ Plain Round:                      Indicate size: \_\_\_\_\_ 3"Ø                      \_\_\_\_\_ Other size: \_\_\_\_\_

\_\_\_\_\_ Match Existing. Specify profile and size: \_\_\_\_\_

**Gutter and Downspout Material:**

\_\_\_\_\_ Copper

\_\_\_\_\_ Galvanized sheet metal painted to match color of the house siding.

Other gutter and downspout profiles and materials will require the submittal of an **Application For Design Review**. Such submittal shall include a gutter/downspout material sample or photo, and photos of the building exterior, including the siding and the roof.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Parcel #

\_\_\_\_\_  
Date

\_\_\_\_\_  
PA/SD  
received

\_\_\_\_\_  
Administrative Approval By

\_\_\_\_\_  
Date



**DESIGN REVIEW APPLICATION SUPPLEMENT:  
SOLAR PHOTOVOLTAIC SYSTEM**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**This document shall be completed by the Photovoltaic System Installer, and submitted with the Application for Design Review for any project that includes a proposal to install a solar photovoltaic (PV) system.**

**Photovoltaic System Installer:**

Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Representative: Name \_\_\_\_\_

Signature \_\_\_\_\_

**It is strongly encouraged that a representative of the PV system installer attend the Design Review Committee meeting, in person or by telephone, to present the project and answer Committee questions.**

Upon Design Review Committee (DRC) approval, the following specifications shall be considered Conditions of Approval for the project.

**PV Panels:**

\_\_\_\_\_(initial) **Black frame. Black monocrystalline cells with black backsheet. Anti-reflective glass.**

**PV Panel Support System Finish:** All panel support system parts, including rails, posts, fittings, etc:

\_\_\_\_\_(initial) **Black.** Factory applied finish preferred. Otherwise, parts shall be shop or field painted.

**PV Equipment:**

Equipment may include inverter, micro-inverter combiner, battery, relay, disconnect, shutdown, etc. It is recommended that all equipment is located inside the dwelling or garage structure. Any equipment proposed to be mounted on the exterior shall be installed within an enclosure constructed with siding to match the dwelling siding, or approved alternate design, except that small (no dimension greater than 12") paintable equipment boxes may be exposed if painted to match the adjacent surface.

**Equipment:** (list all):

**Location:** (select for each):

Inside	Within	Exposed
Structure	Enclosure	Painted

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_



**DESIGN REVIEW APPLICATION SUPPLEMENT:  
SOLAR PHOTOVOLTAIC SYSTEM**

- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Provide additional sheet if necessary.

**Installation Requirements:**

Solar photovoltaic system installations shall also comply with the following requirements:

- 1. All PV system components shall be set back 12" minimum from all roof edges, unless specifically approved otherwise. Note that local regulations may require greater setbacks.
- 2. PV panels on sloped roofs (2:12 pitch or steeper) shall be installed on a low profile racking support system, at an angle parallel with the roof pitch.
- 3. PV panel systems on flat roofs should generally be limited to a total maximum pitch of 10 degrees, unless specifically approved otherwise, and the overall profile of the installed system should be as low as possible. Such inclined systems may require screening or additional setback from roof edges, as determined by the DRC.
- 4. "Ballast" type racking installations are generally discouraged, and not allowed unless specifically approved. Additional documentation may be required for review.
- 5. All exposed electrical conduits and fittings, and exposed small (no dimension greater than 12") paintable equipment boxes, shall be painted to match the existing adjacent surface.
- 6. All stickers not required by regulatory agencies shall be removed from all exposed exterior components of the PV system, including the conduits and any small equipment boxes.

**Required Submittal Items:** Select all applicable and submit items. If Not Applicable, write NA.  
**Note that incomplete applications may not be reviewed:**

- \_\_\_\_\_ Site Plan, including building Roof Plan with proposed solar PV system panel layout. Panel layout shall show the individual panels, drawn to scale. Show locations for all equipment. Include the street location, with street name noted, and North arrow.
- \_\_\_\_\_ Photographs of the existing dwelling, showing the locations of all proposed solar PV system components (including panels, conduits, equipment, etc.)
- \_\_\_\_\_ Product specification sheet of proposed panel, including color photo, which clearly indicates the frame color and the field color/pattern
- \_\_\_\_\_ Product information sheet of panel support racking system, with finish color specified
- \_\_\_\_\_ Product information sheets for all equipment
- \_\_\_\_\_ Details for proposed equipment enclosure, if any
- \_\_\_\_\_ Inclined PV system installed on flat roof:  
Side elevation of the PV system panel/support assembly, drawn to scale, including angle of inclination and height dimensions at the front and back of the assembly.

Design Review Committee Approval By \_\_\_\_\_

Date \_\_\_\_\_



**DESIGN REVIEW APPLICATION SUPPLEMENT:  
SYNTHETIC DECKING**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

This document shall be submitted with the application for any project that includes a proposal to install new or replacement synthetic decking (Trex, etc.).

**Application Type (select one):**

\_\_\_\_\_ **Application for Design Review**

This is for all new synthetic decking projects and all replacement synthetic decking projects that are not eligible for Administrative Approval.

\_\_\_\_\_ **Administrative Approval Application: Repairs/Replacement**

This is only for repair projects which include replacement of pre-existing decking with synthetic decking, and to be eligible, must comply with all of the following:

- The proposed deck configuration, including size, shape, height above grade, and decking orientation, must conform to the pre-existing layout.
- The installation details of the replacement synthetic decking must comply with the **Standard Installation Specifications** described below, even if those details differ from the pre-existing conditions.

The proposed synthetic decking product will be reviewed by the Design Review Committee. An application fee and neighbor notification will not be required for this review. However, the Administrative Approval Application, this Supplement form, and all required submittal items, must be submitted to the Administration Office at least eleven (11) days prior to the Design Review Committee meeting.

**Standard Installation Specifications:**

Synthetic decking projects should conform to all of the following:

1. If the project is a deck repair/replacement, and the proposed decking replacement material differs from the existing material, the decking shall be replaced throughout the entirety of the deck, including all portions of a multi-level deck.
2. The use of synthetic decking material shall be limited to decking and stair treads only, unless specifically approved otherwise through the full Design Review process.
3. Regardless of the decking material used, all adjacent vertical elements, including deck fascias and stair risers, shall be cedar or redwood, and shall be stained to match the building siding.
4. The ends of all synthetic decking, including stair treads, shall be concealed. This may be achieved by a variety of methods, including:
  - a. Installing the top of the deck fascia board flush with the top of the decking.
  - b. Installing a decking border member parallel with the deck edge, and mitering the border member at corners.
  - c. Installing a wood trim board (stepped or sloped) at the open side(s) of stairs, to conceal the tread ends as well as the side stringer(s). Applicant shall provide information (details, photos, or written description) as necessary to indicate how the synthetic decking ends will be concealed.





**DESIGN REVIEW APPLICATION SUPPLEMENT:  
SYNTHETIC DECKING**

Please indicate one of the following:

- \_\_\_\_\_ The proposed synthetic decking project will conform to all of the **Standard Installation Specifications** listed above (Required for Administrative Approval)
- \_\_\_\_\_ The proposed synthetic decking project will include design elements that do not conform to all of the **Standard Installation Specifications** listed above. Documents submitted with the Application for Design Review must clearly indicate the proposed alternate design elements.

**Synthetic Decking Product Information:**

Manufacturer/Series Name: \_\_\_\_\_

Color: \_\_\_\_\_

Profile Dimensions: \_\_\_\_\_

**Required Submittal Items** (select all and submit items):

- \_\_\_\_\_ Synthetic Decking Material Sample
- \_\_\_\_\_ House Siding Color Sample:  
Siding color name (if known): \_\_\_\_\_
- \_\_\_\_\_ Details, photos, or written description indicating how the synthetic decking ends will be concealed

Projects submitted with an **Administrative Approval Application: Repairs/Replacement** must also submit photographs of the pre-existing deck conditions, as required in that application.

The applicant is advised that not all synthetic decking products are approved for structures that must conform to California "Wildland Urban Interface" regulations. Contact the Sonoma County Building Department for applicability and additional information.

Design Review Committee Approval By \_\_\_\_\_

Date \_\_\_\_\_





Bodega Harbour Homeowners Association

**ADMINISTRATIVE APPROVAL APPLICATION:  
UNDERGROUND PROPANE TANK**

Parcel \_\_\_\_\_

Date \_\_\_\_\_

Project Address \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Contractor:**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Start Date \_\_\_\_\_

This Administrative Approval is limited to the installation of an underground (completely buried) propane storage tank. A **Performance Agreement** must be executed by the Property Owner and a **Security Deposit** in the amount of **\$500.00** must be received before this Administrative Approval is granted.

A site plan showing the proposed location of the underground tank, the property lines, the outline of the building, and the building set back lines must be attached to this request. The tank shall be clearly indicated and dimensioned on the site plan, including the overall length and width, and the distances to the nearest structures and property lines. The tank "housing dome" (above ground valve access) shall be clearly indicated on the site plan, and shall be landscaped as necessary to reduce visual impact from public view.

The tank shall be installed per the tank manufacturer and propane supplier specifications and recommendations, and per Sonoma County regulations.

The Design Review Committee has authorized its Consultant to review and approve this request.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Parcel #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Approval By

\_\_\_\_\_  
Date

**3**

## Landscape Guidelines

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**PART I**  
**LANDSCAPE REGULATIONS**

**A. ROLE OF THE LANDSCAPE REVIEW COMMITTEE**

The Bodega Harbour Homeowners Association (BHHA) was formed to provide for the management, administration, maintenance, preservation and architectural control of the residential lots and common property of the Bodega Harbour Property in accordance with a recorded declaration of Conditions, Covenants and Restrictions (CC&Rs). The role of the Landscape Review Committee is to review landscape plans, to insure that landscaping is appropriate for the location, to establish landscape maintenance standards, and to determine when established landscape materials must be trimmed or removed to eliminate a view obstruction.

## **B. KEY PROVISIONS - BODEGA HARBOUR CC&Rs**

**ARTICLE VI, SECTION 6.3 Landscape Review Committee Action:** The Landscape Review Committee shall consist of a number of persons (a majority of whom shall be members of the Association) to be designated by the Board, at least one of whom must be a licensed arborist or landscape architect. Owners must submit initial landscaping plans and all major re-landscaping plans (including re-contouring of the lot and placement of large rocks and boulders), showing the nature, kind, shape and location of the materials, to and for the prior approval of the Landscape Review Committee.

**Preservation of views shall be given priority over esthetic or privacy considerations in landscaping.** No trees, shrubs, other vegetation, or change in grade shall be planted, placed or maintained, or be permitted to remain, nor shall any fence be constructed on any lot or property in the Development which obstruct or diminish the view from any other residence, deck or patio (or building envelope in the case of an unimproved lot) in the Development, in the opinion of a majority of the members of the Landscape Review Committee. After notice to the lot owner and upon a finding made by the Landscape Review Committee that a view from a residence, deck or patio, or building envelope is obstructed or diminished by trees, shrubs, other vegetation or a proposed fence on any portion of any such lot or property, the owner thereof, upon written notice sent by the Landscape Review Committee, shall remove, cut down, or prune back any such blockage to the extent specified by the Committee within thirty (30) days of such notice, or the Board, acting upon recommendation of the Landscape Review Committee, may cause such pruning, or removal, to be done at the lot owner's expense. The Board may levy a special assessment to collect such expenses from the responsible lot owner.

**ARTICLE VI, SECTION 6.4, E Landscaping:** Plant materials shall be used to integrate the natural and man-made forms and to screen and soften architectural shapes. Only plant materials (vegetation) similar in habitat, form, and water requirements to vegetation common to this particular coastal region shall be used.

**ARTICLE 8.6 OF THE BHHA CC&Rs - Owner's Obligation to Maintain and Repair:** (Summary) Each lot owner shall, at his sole cost and expense, maintain and repair his lot and all landscaping thereon, keeping the same in good condition.

## **C. LANDSCAPE PLAN SUBMITTAL AND REVIEW PROCESS**

Basic Obligation. All properties on which a residence has been constructed are required to have landscaping to integrate the natural and man-made forms and to screen and soften architectural shapes. Plans are required for new landscapes and for major landscape revisions. Prior plan approval is required before work begins. Work begun without prior approval may be subject to a Stop Work Order. The minimum planting must include foundation plants and ground cover. Foundation plants are flowering and evergreen shrubs planted near but not in contact with the vertical wall of the residence to provide a more or less continuous visual screen between the horizontal ground plane and the vertical plane of the structure.

If the BHHA Board finds that landscaping has been installed without approval, the Landscape Review Committee may request an as-planted plan. If the Landscape Review Committee finds that the plants and/or the proposed locations are not appropriate, the as-planted plan will not be approved and any inappropriate plants will have to be removed or relocated in accordance with an approved plan.

When to Apply for Landscape Plan Review. Plans must be approved by the Landscape Review Committee before plant installation work is begun. The approval process requires that landscape plans be filed at the Administration Office at least 7 days prior to a regularly scheduled meeting of the Landscape Review Committee so that the request can be placed on the posted agenda. The Landscape Review Committee meets monthly. Please call the Administration Office, (707) 875-3519, to establish meeting dates.

#### What Must be Submitted.

- Two copies of the proposed landscape plan(s) must be submitted in ink or blueprint, not pencil. The landscape plan submittal must be drawn at a scale of 1/8 inch equals one foot (1/8" = 1'0") and must contain a legend identifying the common and Latin names of proposed plants, the quantity of each species, the size when installed, the anticipated size at maturity, and maintenance instructions. In addition to the information about plant materials the landscape plan must show the street frontage, parcel boundaries, dwelling footprint, driveway, and walkways.
- The type of groundcover mulch must be specified and a sample submitted to the Administration Office as part of the landscape plan submittal. A Sample Landscape Plan is included in these Guidelines to assist the applicant. A copy of the architectural site plan for most dwellings may be obtained from the Administration Office to help locate the property lines, building footprint, and walkways.

A landscape plan submittal may have more than one drawing; for example, the submittal may include a hardscape plan, a grading plan, a planting plan, and an irrigation plan.

1. A **Hardscape Plan** is required when man-made structures are designed for the landscape and must be submitted to the Design Review Committee for approval. Examples of hardscape include, but are not limited to landscape lighting, sidewalks, patios, steps, and fences. A form for use in requesting administrative approval of lighting can be obtained from the BHHA Administration Office.

2. A separate **Grading Plan** should be submitted along with the Planting Plan if the land contours are to be significantly altered.
3. A **Planting Plan** is always required and should show the following information:
  - a. Name, lot number, address, phone number and/or email of the homeowner.
  - b. Name, address and telephone number of the landscape designer.
  - c. North arrow and scale of the drawing. (Scale must be 1/8" = 1')
  - d. Plant locations and plant sizes (drawn to scale). Plant size is generally defined as 3/4 of the maximum diameter given in the Sunset Plant Encyclopedia. For ground cover, the area of coverage and spacing as feet or inches on center (O.C.) should be shown. All plants should be positioned so that when they reach mature size they will be totally contained within the parcel boundaries.
  - e. Plant names by genus, species, variety (cultivar), and common name.
  - f. Pathways including surface materials such as bark or gravel.
  - g. Rock or boulder locations and sizes should be noted on the plans.
  - h. Groundcover mulch type and thickness should be noted on the plans.
  - i. Statement that an automated irrigation system covering the total planting will be installed and that all above-ground irrigation lines will be hidden.
  - j. Statement that the profile of the propane or oil tank enclosure will be hidden from view either by foliage or a change in elevation.
4. An **Irrigation Plan** may be included with the landscape plan submittal to show the planned distribution of water and the locations and types of irrigation devices.
5. **Samples** of mulch and any rock, boulder or gravel to be used in the landscape must be submitted with the landscape plan. Shredded redwood mulch is recommended because it is not easily blown around by wind. Bright red or any died bark is specifically prohibited. For large landscape boulders, the native gray sandstone found in the Bodega Bay area is recommended.

Review by the Landscape Review Committee. The Landscape Review Committee will review submitted landscape plans and make the following findings:

1. Does the plan conform to the Guidelines and Sample Landscape Plan format
2. Are there any invasive plants that should be removed?
3. Are there any plants likely to cause a view obstruction to other properties that should be removed or a plant substituted?

Once the Landscape Review Committee has acted upon a proposed landscape plan, a letter will be sent to advise the applicant of the Committee's decision. If a plan is not approved, the letter will explain the reasons for disapproval. A rejected plan must be resubmitted with appropriate revisions, and approved by the Landscape Review Committee before planting or grading work is begun.

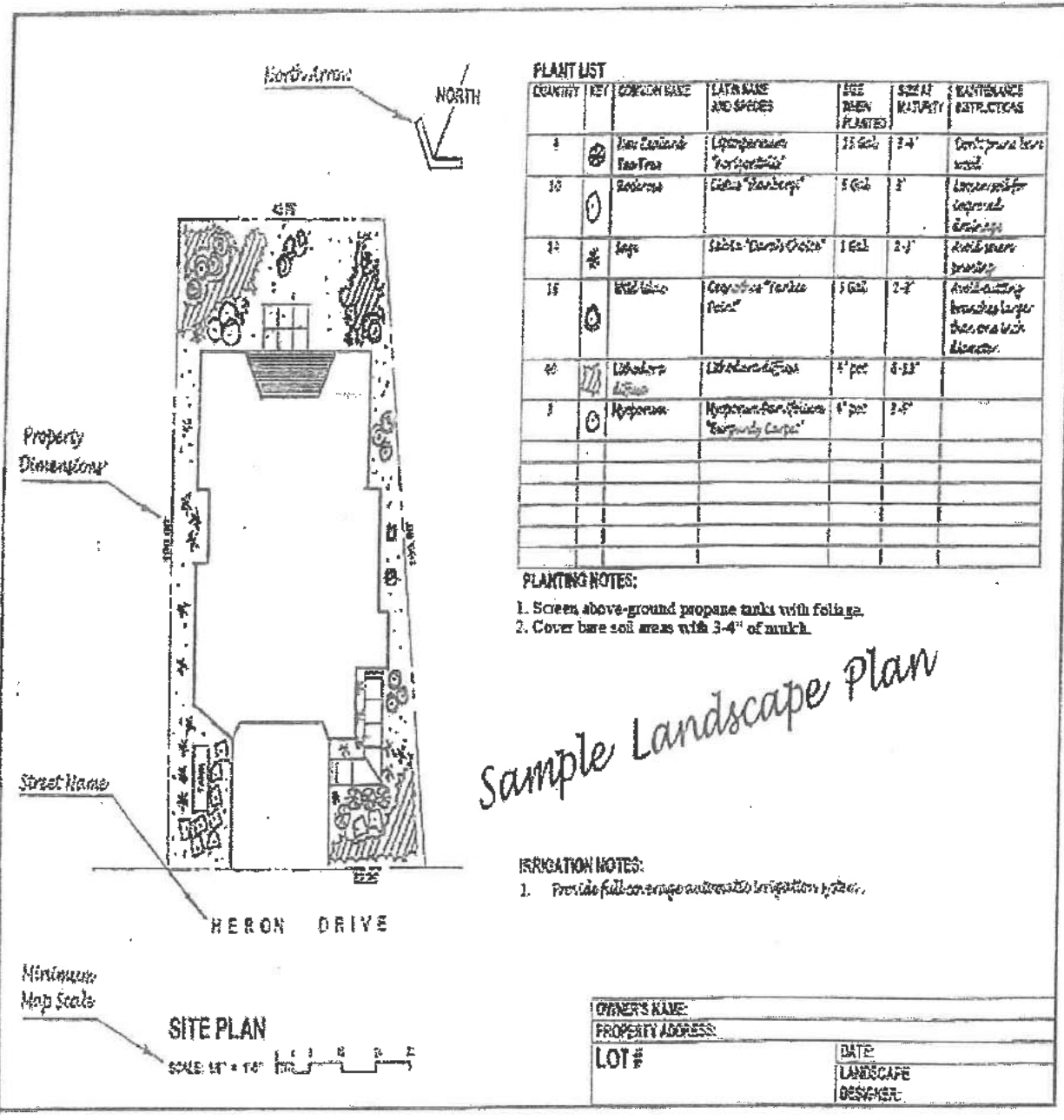
Potential view obstruction is a major issue in the plan approval process. It is the responsibility of the homeowner to maintain their landscape in order to avoid causing view obstructions affecting neighbors.

Right to Appeal. Any owner who is affected by a decision of the Landscape Review Committee regarding a landscape plan or view obstruction may appeal such decision to the Board of Directors.

The recipient of a Stop Work Order is encouraged to work with the Administration to resolve the problem for which it was issued. Notwithstanding the above, the recipient has the right to appeal the Stop Work Order to the Board of Directors. Upon receipt of a notice of appeal, which states the grounds on which the appeal is based, the Board shall schedule a hearing within ten (10) working days unless the recipient consents to holding the hearing at another time mutually agreeable to the Board and recipient.



FIGURE 1: SAMPLE LANDSCAPE PLAN



## **D. LANDSCAPE MAINTENANCE**

### **ARTICLE 8.6 OF THE BHHA CC&Rs - Obligation to Maintain and Repair**

Each lot owner shall, at his sole cost and expense, maintain and repair his lot and all landscaping thereon, keeping the same in good condition. All lots, whether occupied or unoccupied, and any improvements placed thereon, shall at all times be maintained in such a manner as to prevent their becoming unsightly, unsanitary, or a hazard to health. Landscape maintenance shall include reasonably regular mowing. If not so maintained, the Association shall have the right, through its agents and employees, to do so, the cost of which shall be added to and become a part of the annual or special assessment to which such lot is subject. Further, there may be no open-air storage of materials, equipment or other things except those actually being used in construction or improvements thereon.

### **LRC Agents – Property Inspection and Notice**

A. If a property is not properly maintained, the Association shall have the right, through its agents and employees, to notify the owner and require that maintenance be performed.

B. An agent of the Landscape Review Committee may enter the exterior of a property at any time (Ex. To assess the property condition or to verify the property boundary relative to trees or other vegetation) and will knock on the front door and introduce him/herself if someone is present.

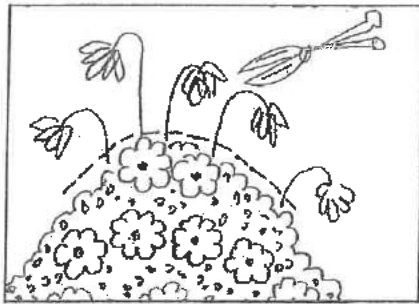
### **Property Maintenance Standards**

Purpose and Objective: Property maintenance is critical to the health, safety, visual enjoyment and economic well-being of all owners in the Bodega Harbour community. Moreover, property maintenance shows courtesy and respect to neighbors and the surrounding community. Yards with excessive weeds, dead and overgrown vegetation, damaged structures, and outside storage of materials and equipment, can be unsightly, shelter rodents and become a fire hazard. The objective of the minimum property maintenance standards is to:

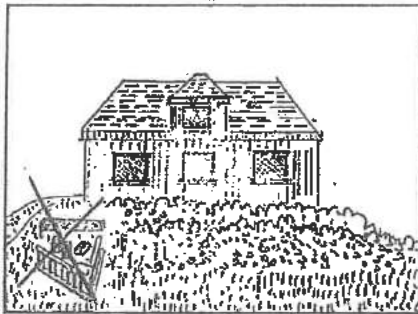
1. Provide more specificity to Section 8.6 of the Association CC&Rs which outline the property owner's obligation to maintain and repair their lot and landscaping;
2. Establish a procedure for identifying infractions and notifying property owners of work to be done; and
3. Establish a procedure and schedule for levying fines as provided in Article 5.2F of the Association CC&Rs.

Minimum Property Maintenance Standards. Minimum property maintenance standards shall mean and refer to the standards set forth below, as amended from time to time, which are deemed necessary to insure the health, safety, visual enjoyment and economic well-being of all owners of the Bodega Harbour community.

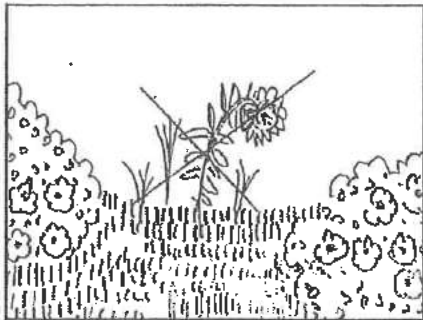
- Dead or dying plants must be promptly removed and replaced with suitable landscape materials. *(Ex. Are there dominant landscape plants or masses of groundcover which have died?)*



- Open storage of materials, equipment and other things are prohibited except those being used in active construction or improvements on the property. *(Ex. Are there construction materials, tools or equipment being stored on the property?)*



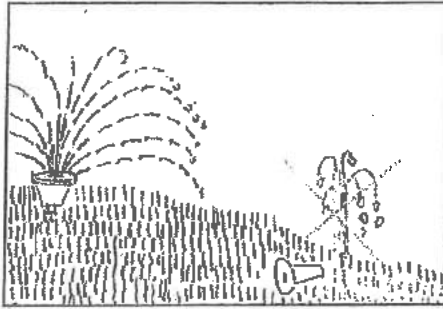
- Yards must be maintained in a condition where weeds are not readily evident. Lawn areas must be regularly mowed to maintain a uniform height. *(Ex. Is there a major infestation of weeds or are there large weeds like thistle or Pampas grass that are clearly inconsistent with your approved landscape plan? Both pampas grass species, Cortaderia jubata and selloana are considered to be weeds).*



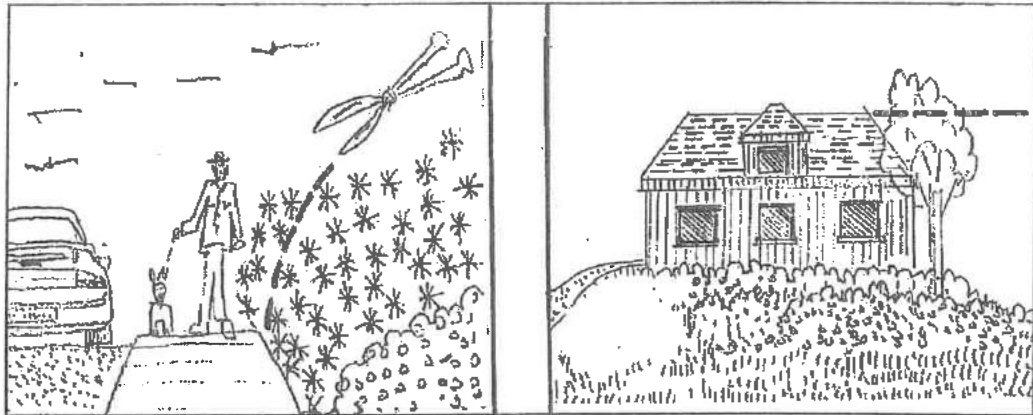
- All yards of improved properties must have a functioning automatic irrigation system and native and/or introduced

vegetative cover except for driveways, walkways and patios that are part of an approved landscape plan. *(Ex. Are there large neglected yard areas, materials inappropriate to the coastal region, damaged irrigation systems, lack of mulch, and/or plastic or fabric weed barriers exposed?)* Automatic irrigation systems are recommended to facilitate ease of yard care, and should be considered in

conjunction with replacement landscaping installations. Automatic systems shall be required for all new landscape installations.



- Trees and shrubs must be pruned to protect views and maintain the open condition of the community.



NOTES:

1. Trees must be regularly maintained and trimmed to the roof line of the residence. Vegetation trimming or removal is required even if a complaint has not been made in the past, regardless of the age of the vegetation and if the trimming or removal may damage or kill the vegetation.
2. Trees, shrubs, and plants are considered to be view obstructions if a complaint is made and the vegetation is found to be blocking the primary views of neighbors. (See Section E, Views and View Obstructions). The Landscape Review Committee has the authority to determine when vegetation obstructs a view.
3. Trees, shrubs, and plants must be trimmed so that no portion grows over the lot lines, over the sidewalk, or, where sidewalks do not exist, over the edge of the curb into the street.
4. Homeowners are responsible for removing weeds growing along the gutter in front of their property.

## **Enforcement Procedures**

Background According to the Bodega Harbour Declaration of Conditions, Covenants and Restrictions (Section 5.2F), the Association or the Board may impose fines for violation of any provision of the Project Documents. The property owner must be given notice and a hearing as provided in the Bylaws before the imposition of a fine or disciplinary action. Further, the penalties and fines must be reasonable in relation to the violations and harm done or damage caused, and shall be in accordance with the most recent schedule of penalties adopted by the Board and distributed to all members prior to the imposition of any such fine.

Identifying an Infraction: Any Association member or agent of the Association may bring information to the General Manager regarding an alleged violation of the Minimum Property Maintenance Standards. The General Manager may delegate to the Landscape Review Committee or a designated staff person, the responsibility to list specific alleged violations, create a file with dated photo documentation of the alleged violation(s), and determine that, due to the listed violation(s), a property does not meet the Minimum Property Maintenance Standards. Determinations made by the Landscape Review Committee require a majority vote of its members. The General Manager shall, upon finding that a violation exists, provide written notice to the property owner.

Notice to Property Owner: Thirty (30) days prior to a regularly scheduled Board meeting, the General Manager shall send a registered or first class letter to the subject property owner containing the following information:

1. The specific list of alleged violation(s).
2. An invitation to appear or send an agent to appear before the Board, at its next regularly scheduled meeting (the date, time and location must be given) for a hearing on the alleged violation(s).
3. A recommendation that the property owner correct or take steps to correct the alleged violation(s) as soon as possible.
4. A notice that a daily fine (the amount shall be specified) will be charged beginning thirty (30) days following the date of the Board meeting if, after the hearing, the Board confirms the alleged violation(s) and if the violation(s) are not corrected or appropriate steps taken to correct the violation(s) as soon as reasonably practicable.
5. A notice that the Association, through its agents and employees, will enter the owner's property, perform necessary repairs and maintenance, and assess the cost of corrective work plus any applicable interest and overhead costs if, following the Board hearing and a ruling against the owner, the owner does not correct or take steps to correct the violation(s) within sixty (60) days of the Board ruling.

6. Identifying the General Manager as point of contact for communications with the Board and for submittal of evidence demonstrating that steps have been taken by the property owner to correct the alleged violation(s).

Within five (5) days following the Board hearing, the General Manager shall send a registered or first class letter to the property owner reporting the Board's action and ruling on the alleged violation(s). The letter shall review the schedule and amount of fines if the Board ruling was to confirm the violation(s).

Good Faith Effort to Correct Violation: The property owner is encouraged to correct violation(s) at the earliest possible time. If a property owner is unable to correct the violation(s) within thirty (30) days following a hearing and confirming ruling by the Board, the owner is required to submit to the Board a written time schedule showing when the work will be completed no later than sixty (60) days following the date of the hearing and confirming ruling by the Board. If the Board chooses to levy a fine, such fine will begin no earlier than ten (10) days following the hearing and confirming ruling by the Board, and will automatically continue and the total amount of the fine will increase each day that the violation continues until such violation is in compliance as determined by the Landscape Review Committee inspector.

### **Definitions**

Fine: Shall mean and refer to the financial penalty plus any applicable interest and administrative overhead costs that may be charged a property owner, whose property is not regularly maintained to the Minimum Property Maintenance Standards. The amount of the fine shall be in accordance with the most current schedule of fines adopted and distributed to all owners by the Board.

Emergency: Shall mean and refer to a natural event and/or property owner negligence that results in a threat of damage to common area and/or private property likely to occur within 24 hours or less.

### **Sequential Steps to Ensure Compliance with Property Maintenance Standards**

The following outline of procedures is intended to provide guidance and consistency to the process of monitoring individual parcels for compliance with the Property Maintenance Standards. The standards were developed to interpret and quantify sections 6.4(e) and 8.6 of the Covenants, Conditions and Restrictions recorded on legal title to all lots in Bodega Harbour.

- Step 1: Violation of property Maintenance Standards first noted in routine inspection by staff, the Landscape Review Committee or individual report.
- Step 2: Administration to inspect and verify violation.

- Step 3: Administration to send first letter to owner in violation, specifying the nature of the violation and requesting correction.
- Step 4: If not reasonably corrected in 30 days, second letter to be sent, again specifying areas and nature of non-compliance, with a demand for correction within 30 days.
- Step 5: If not corrected within 30 days of the second letter, a hearing before the Board of Directors shall be scheduled to consider levying a fine against the property owner.
- Step 6: If still not corrected, the Board shall conduct the hearing at the designated time and place, subject to appropriate notice, whether or not the subject owner is present. The Board shall give reasonable consideration to the owner's presentation.

Following the hearing, the Board shall consider one or more of the following actions:

- a. Provide notice to the owner that the Association or its agent will enter the owner's yard and perform the necessary repairs and maintenance. Such work by the Association or its agent will be scheduled to take place at least 60 days following the Board's ruling, if not corrected by the owner within that time. The cost of such necessary repairs and maintenance work plus costs for related administrative, clerical or overhead expenses shall be immediately due and payable by the owner to the Association. Such costs are considered Reimbursement Assessments (as defined in CC&Rs section 4.7) and shall be subject to late fees and interest as described in the Association's Policies.
- b. Waive any further pursuit of the matter at this time.
- c. Levy a fine in accordance with the schedule adopted by the Board.

## **E. VIEWS AND VIEW OBSTRUCTIONS**

Goal. To emphasize that homeowners have the responsibility to regularly maintain shrubs and trees no higher than the roof line in accordance with the Minimum Property Maintenance Standards, to explain that a view complaint may come up at any time, and that that homeowners have the responsibility to remove vegetation that obstructs a neighbor's view whether it is growing above the roof line or not.

View Obstruction Policy. At Bodega Harbour views are a primary concern. Article VI, Section 6.3 of the BHHA CC&Rs stipulates that preservation of views shall be given priority over esthetic or privacy considerations in landscaping. While the use of

vegetation to soften architectural forms, for visual screening, for privacy, and other concerns is important, it must be trimmed or removed when it obstructs a neighbor's view and a complaint is confirmed. Vegetation trimming or removal is required even if a complaint has not been made in the past, regardless of the age of the vegetation and if the trimming or removal may kill the vegetation.

### **How to Resolve View Obstructions**

If vegetation belonging to any neighbor materially obstructs the view from the major rooms of an owner's home, the best approach is to discuss it with the neighbor. Most view problems in the community are solved in this manner and never come to the attention of the Association. Usually neighbors are unaware that their vegetation is creating a problem and are most cooperative in resolving the problem promptly. The following steps are designed to resolve view obstruction problems:

#### For Vegetation Belonging to Your Neighbors

1. Read the Definitions of View and View Obstruction and the Graphic Methods for Evaluating View Obstructions to be sure that your perceived view obstruction meets the definition. Also read the Minimum Property Maintenance Standards.
2. It is recommended that you talk or write to the neighbor with the potentially obstructing vegetation and come to a mutually agreeable solution. In many instances simply following the minimum property maintenance standards and trimming vegetation so it does not exceed the maximum allowed roof height is sufficient to remove obstructing vegetation. For help in getting in touch with a neighbor, call the Administration office. If unable to communicate directly with a neighbor, or if the direct approach fails to solve the problem, proceed to Step 3.
3. Submit a written request to the Administration Office for the Landscape Review Committee to analyze the view situation and make a finding. Formal request forms (Request for Review Submittal) are available at the Administration office and on the BHHA website. A member of the Landscape Review Committee will make an appointment to meet with the applicant and will take photos for analysis.
4. View obstruction decisions by the Landscape Review Committee may be appealed to the Board of Directors.

#### For Vegetation Belonging to the Association

1. Read the Definitions of View and View Obstruction and the Graphic Methods for Evaluating View Obstruction to find whether or not the perceived view obstruction meets the definition.
2. Submit a written request to the Administration Office for the Landscape Review Committee to analyze the view situation and make a finding. Formal request forms are available at the Administration office and on the BHHA website. A



member of the Committee will make an appointment to meet with the applicant and will take photos for analysis.

3. View obstruction decisions by the Landscape Review Committee may be appealed to the Board of Directors.

### **Definitions of View and View Obstruction**

Major Deck or Patio. Major deck or patio is defined as an outdoor structure—directly adjacent to a Major Living Area, no more than two feet (2') lower than the floor level of the adjacent Major Living Area, and within the allowed building envelope. Views and view obstructions are defined at the edge of the deck or patio.

Major Living Area. Major living area is defined as: Living Room, Dining Room, Kitchen, or Master Bedroom. Other rooms may qualify but only after a majority of the Landscape Review Committee finds that such other rooms qualify. Major Living Areas are defined by walls and windows. Views and view obstructions are determined at the windows. NOTE: Affected View Must be from a Major Deck, Patio or Living Area.

Qualified Feature. A Qualified Feature is defined as the following:

1. Water and water-related features such as ocean, bay, harbor, ponds, “white water”, headlands, beaches, shorelines, marinas, wharfs, offshore rocks, and reefs.
2. Natural landscapes and related features such as hills, canyons, streams, wetlands, meadows, ranches and natural wooded areas.
3. Scenic landscape and man-made features such as the golf course, marinas, wharfs, ranch buildings and farm houses.

Unique Feature. A Unique Feature is defined as the following:

View to a Unique Feature is defined as visual access from a Major Deck, Patio or Living Area to “White Water”, to any qualified feature, or to a feature determined to be uniquely desirable by a majority of the Landscape Review Committee, where such view is not available when only the 10% Rule is applied. White water is frothy water resulting from waves hitting beaches or rocks and excludes white caps or waves resulting from local windy weather

Total View Area. Total View Area is defined as the full panorama below the horizon line viewed at a height of five feet (5') above the floor level from the window in a Major Living Area or at a height of five feet (5') above the edge of an abutting outside deck or patio.

View. View is defined as visual access to water and water related features, natural landscapes and related features, and the golf course. These are known as qualified features. Excluded from the definition of view are installed landscapes and most man-made structures. NOTE: The Affected View Must be to a Qualified Feature.

View Obstruction. View obstruction is defined as the reduction of visual access to qualified features in relation to the total view area.

### **Rectifying View Obstructions**

1. Step One: Determine if “View” is from a qualified location (Major Deck, Patio or Living Area).
2. Step Two: Determine if “View” is to a Qualified Feature.
3. Step Three. Determine if “View” is obstructed.
4. Step Four. Apply Minimum Property Maintenance Standards. The rooflines of homes in the community typically form part of the boundary of the Total View Area. When vegetation is allowed to grow above rooflines it can obstruct part of the available view. See if the view blockage can be rectified by simply following the minimum property maintenance standards and trimming vegetation so it does not exceed the maximum allowed roof height. In many instances this is sufficient to remove obstructing vegetation. A graphic method for evaluating views blocked by tall vegetation is presented in Figure 3, below.
5. Step Five. Apply the Ten Percent Rule. In cases where applying the Minimum Property Maintenance Standards and trimming vegetation to the roofline does not resolve a view blockage, an analysis of the affected view must be performed. Under the Ten Percent Rule a significant loss of view occurs when the obstruction or diminishment of view to a Qualified Feature is greater than ten percent (10%) of the total available view area to such feature from a major deck, patio or living area. A graphic method for evaluating view blockage using the 10 percent rule is presented in Figure 4 2, below.
6. Step Six. Applying the Unique Feature Rule. A significant loss of view occurs when visual access is lost to any Unique Feature. A Unique Feature is defined as a view to a Qualified Feature that is otherwise unavailable in the broader view being evaluated from the Major Deck, Patio or Major Living Area and which may be seen only through a small or narrow corridor. A graphic method for evaluating view obstruction using the Unique Feature Rule is presented in Figure 5, below. NOTE: The determination that a view to a Unique Feature is obstructed and the extent to which such obstruction exists requires a finding by the majority of the Landscape Review Committee.
7. Step Seven. The Extent of View Obstruction Must be Defined. Upon making a finding that a view is obstructed the Landscape Review Committee must also clearly define the extent of vegetation removal that is required to restore visual access. A checklist is used to make a formal written record of the Committee’s findings and a color photograph marked with the message “Remove all vegetation above this line” is used to graphically describe the extent of vegetation removal that is required.

8. Step Eight. Enforcement and Compliance. In all instances where view blockage complaints are referred to the Landscape Review Committee the enforcement and compliance procedure is the same as for violations of the Property Maintenance Standards.

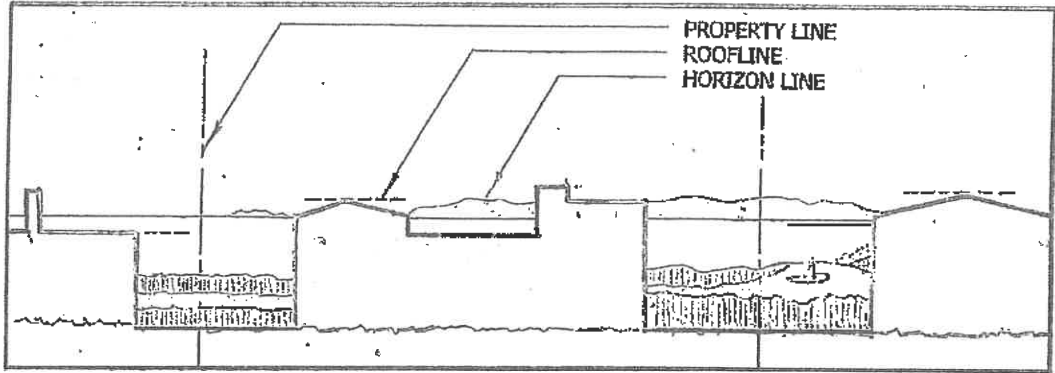
### **Graphic Method for Evaluating View Obstructions**

1. Take Photos
  - a. Take photos using a standard digital camera.
  - b. Photos must be taken at a height of five feet (5') above the floor level of a Deck or Major Living Area if the affected view is from a Major Living Area and five feet (5') above the ground level of a Deck or Patio if the affected view is from an outdoor area.
  - c. Photos must be taken at the window of a Major Living Area or from the edge of a deck or patio to capture the total available view.
  - d. The horizon line should be clearly visible when taking photos. For water views the horizon line is where the ocean meets the sky. For views to hills the horizon line is where the profile of the hill meets the sky.
  
2. Create a Panorama of the Total Available View
  - a. Print photos
  - b. If multiple photos are required to capture the total view, splice the photos together to create a composite panorama.
  - c. Annotate the photo(s) identifying the horizon line, the vegetation that is allegedly interfering with the view, and the extent of the view area of water and/or landscape that would be available if there were no vegetation in the way. Figure 2a shows a hypothetical panoramic view and Figure 2b shows the view with a grid overlay.
  
3. Analyze the Photo(s) to Determine Where and if a View Blockage has Occurred.
  - a. Applying the Minimum Property Maintenance Standards. Figure 3 shows a tree on Lot 1 growing above the roofline of the home. Trimming to the roofline is consistent with the Minimum Property Maintenance Standards. Once the tree is trimmed to the roofline, it no longer interferes with the view to the ocean. The Landscape Review Committee will add a "Cut To" line to the photograph to show where vegetation removal is required.
  - b. Applying the Ten Percent Rule. Figure 4 shows a tree blocking part of the total available view area but not growing higher than the roofline of the neighbor's home. The area of view that is blocked by the tree is indicated by adding dots to those grid squares that are blocked.
  - c. Applying the Unique Feature Rule. Figure 5 shows a tree blocking a narrow view to the Bodega Rocks. The rocks would not be visible if just the Minimum Property Maintenance Standards or the Ten Percent Rule was to be applied. However, a majority of the Landscape Review Committee may find that the view to the rocks is a Unique View warranting a recommendation that vegetation be trimmed.

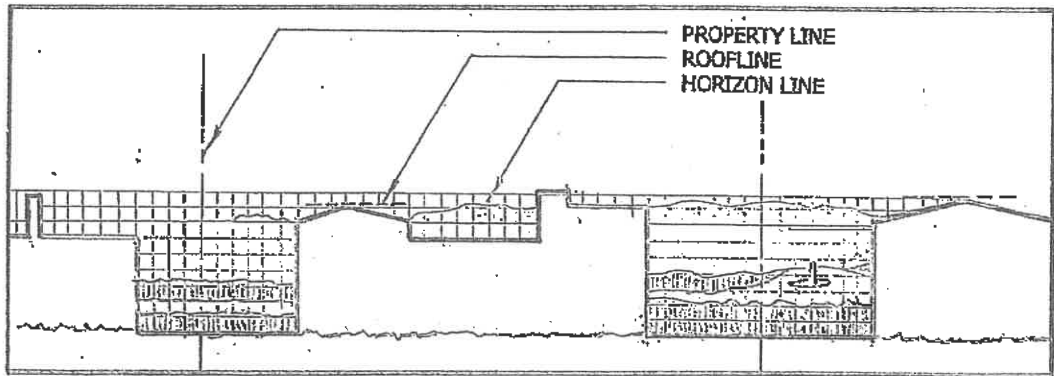
**Panoramic View**

The first step in analyzing view blockage is to take a photo of the entire view that is available below the horizon line. For water views the horizon line is where the ocean meets the sky. For views to hills the horizon line is where the profile of the hill meets the sky. Next identify the Horizon Line on the photo. In the example below pretend that the edges of the rectangle enclosing the picture is a window frame. The window frame itself marks the view limit on the left while the house marks the limit on the right side of the panorama. Three building lots make up the panorama thus the property lines and roof lines can also be identified.

**FIGURE 2: PANORAMIC VIEW**

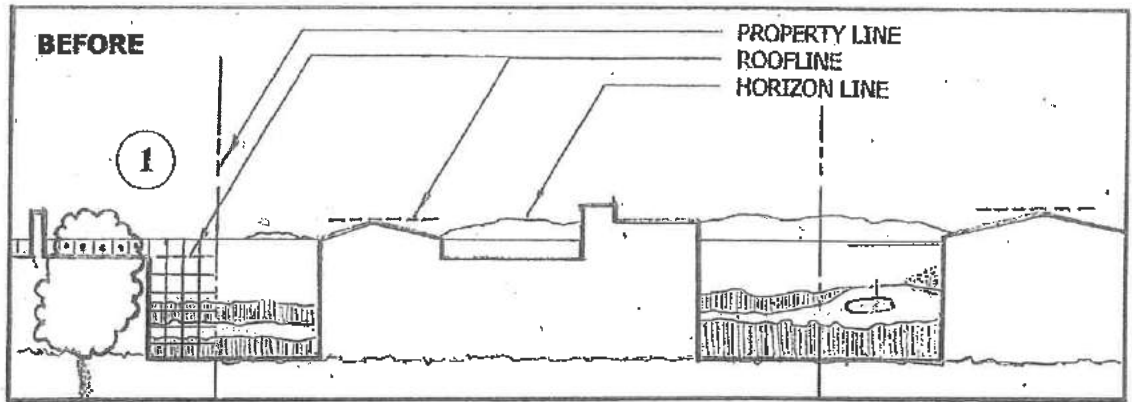


**HYPOTHETICAL VIEW: OCEAN, BODEGA ROCK, BODEGA HEAD, BEACH AND GOLF COURSE**



**HYPOTHETICAL VIEW WITH GRID OVERLAY**

FIGURE 3: APPLICATION OF PROPERTY MAINTENANCE STANDARDS



**CASE ONE: APPLICATION OF THE PROPERTY MAINTENANCE STANDARDS**

*ANALYSIS: Vegetation growing above the roofline on Lot 1 must be removed. This includes all vegetation above the Horizon Line plus the five grid squares that are blocked.*

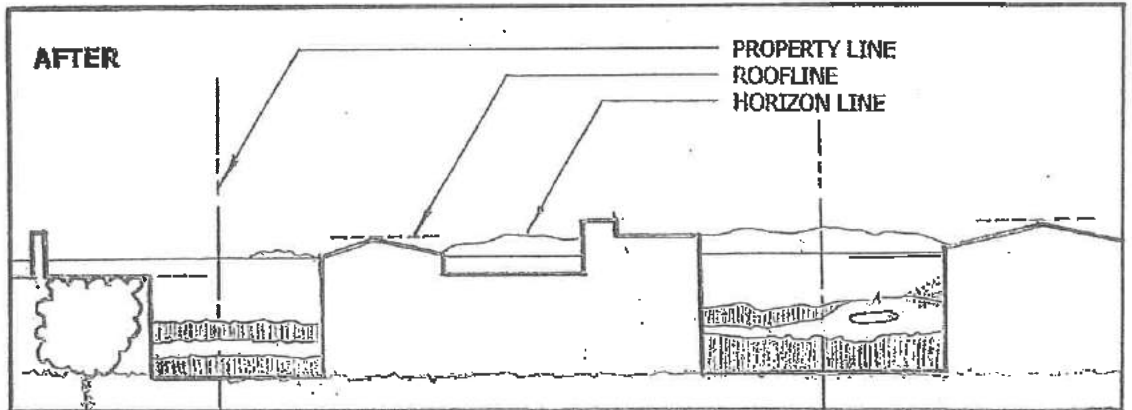
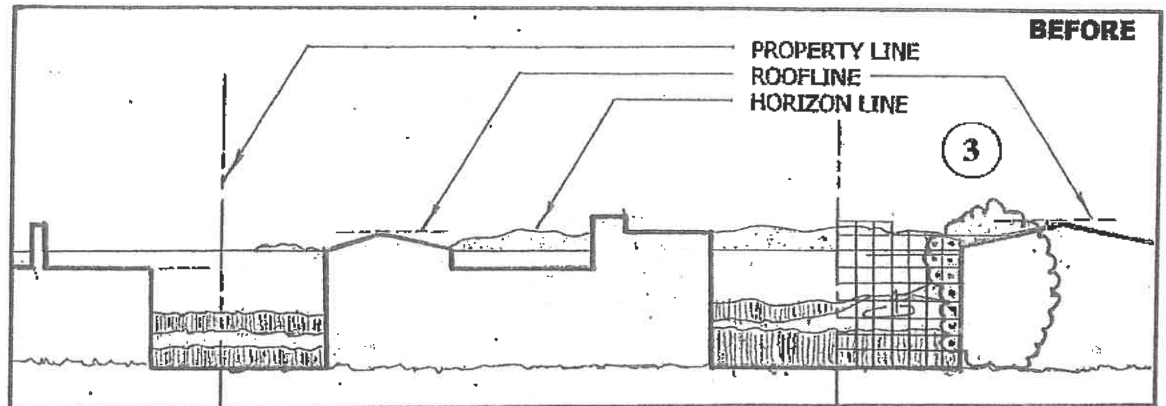


FIGURE 4: APPLICATION OF TEN PERCENT RULE



**CASE TWO: APPLICATION OF THE TEN PERCENT RULE**

*ANALYSIS: First, all vegetation growing above the roofline and Horizon Line on Lot 3 must be removed. Then the 10% rule is applied. The grid below the Horizon Line contains a total of 59 squares. No more than 6 squares may be blocked. (Why? - In this case 10% of 59 would be rounded up from 5.9 to 6). The photo shows that 10 squares are blocked. That means the vegetation from 4 squares must be removed so that vegetation blocks no more than 10% of the available view ( $10 - 6 = 4$ ).*

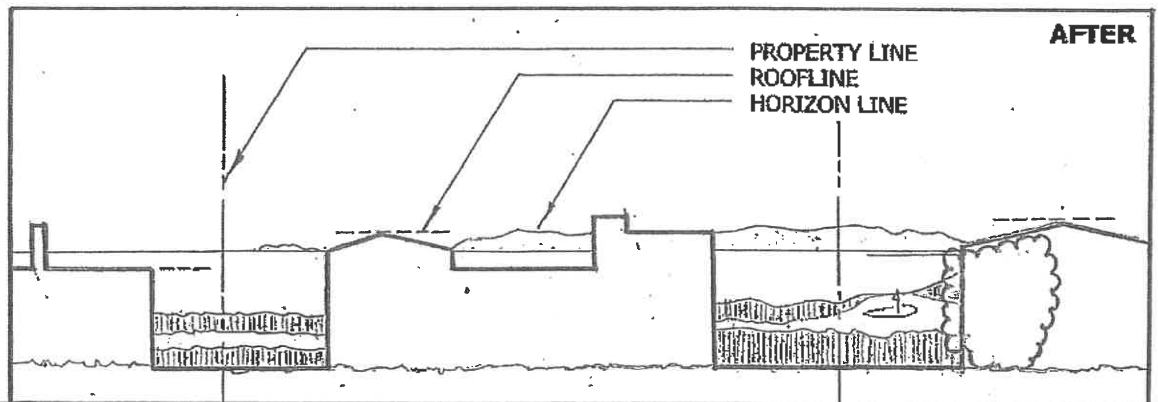
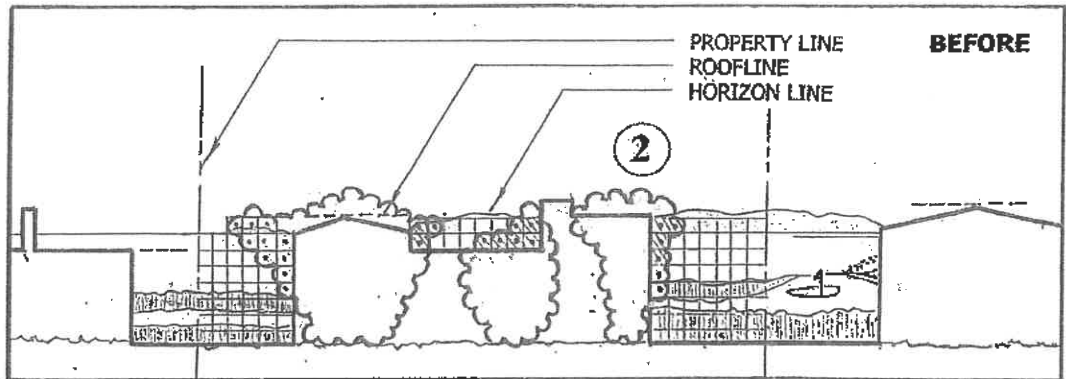
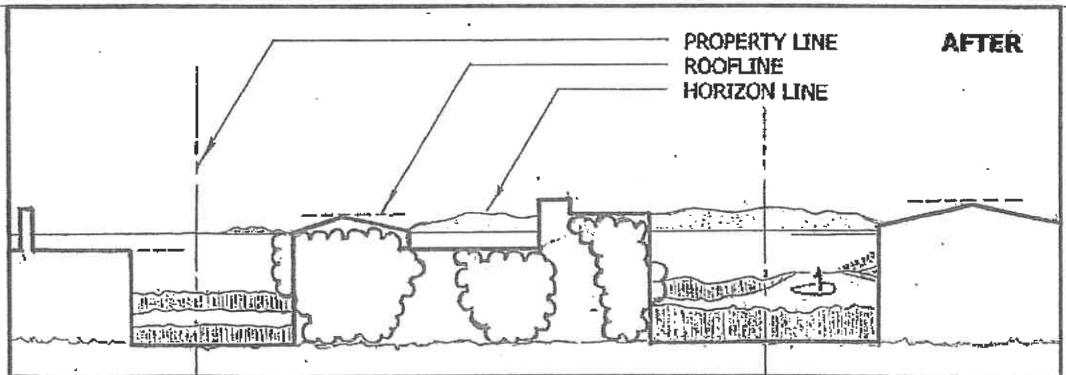


FIGURE 5: APPLICATION OF UNIQUE FEATURE RULE



**CASE THREE: APPLICATION OF THE UNIQUE FEATURE RULE**

*ANALYSIS: The "Before" picture shows vegetation blocking views to the ocean, Bodega Bay, Bodega Head, and the Bodega Rocks. First, by applying the Property Maintenance Standards, all vegetation growing above the roofline and Horizon Line on Lot 2 must be removed. Next the 10% Rule is applied. The grid below the Horizon Line contains 117 squares. That means no more than 12 squares may be blocked. In the example, however, 25 squares are blocked. After removing vegetation from 13 of the blocked squares (shown as hatched) vegetation is still blocking a view to the Bodega Rocks. The rocks are considered to be a unique feature. In this case a majority of the Landscape Review Committee may find that additional vegetation must be removed to open up the view to the rocks. The "After" picture shows the vegetation removed.*



**PART II**  
**HORTICULTURAL INFORMATION & ADVICE**



## A. WILDLIFE, WEATHER AND SOIL

### Wildlife

One of the delights of the Bodega Harbour area is watching the birds and other wildlife. Some, however, can be a nuisance to gardeners.

Deer are the most persistent problem for landscape plant selection. Deer, more than wind and salt air, limit the choice of plants that can be successfully grown in Bodega Harbour.

Deer are generally browsers, not grazers, which means that their preferred food is the leaves of shrubs and young trees. This is the reason it is often difficult to grow young native shrubs in our landscape. They also eat the leaves and flowers of the perennials and annuals found in the grasslands and coastal scrub. While deer occasionally nibble on grasses for moisture or roughage, grasses are among the most deer resistant plants.

Our deer have no serious predators. The herd increases until there is a significant die-off due to old age or disease amplified by overpopulation and inadequate food supplies and nutrition. As a result, damage by deer in the landscape varies from year to year. The worst damage occurs in the fall and winter of a year when the deer population has peaked and the rainfall is late starting and less than normal. In such years, the hungry animals may eat unpalatable plants, even pines.

In addition to the year to year variation in deer damage, there are variations during the year. Damage by deer in the garden decreases when their natural food supply increases in response to rainfall. In addition, there is a pronounced dip in the apparent deer population and hence less plant damage when the does are away on maternity leave in the spring. A short while later, however, the growing and adventuresome fawns will try anything. In the fall the older bucks, braver, larger and more aggressive than the does and fawns, threaten parts of the landscape, including plants on decks, which are not normally threatened during the rest of the year. However, even bucks rarely reach above 4-5 feet to browse. Many shrubs and vines can be made deer resistant by trimming them so that there are no leaves below 4-5 ft.

And finally, deer damage varies with location of the landscape within Bodega Harbour. There is more damage to landscape close to canyons and other areas having natural cover, and to established, frequently-used deer trails. For example, an agapanthus may prosper and bloom in one landscape but be continually eaten to the ground in others.

Gophers are another potentially serious problem for managed landscapes because they eat plant roots, bulbs and plants. Gophers can be distinguished from moles by the evidence they leave on the soil surface. The gopher signature is a fan-shaped mound on the soil surface. This mound of soil is the result of gopher house cleaning and the soil is brought to the surface from a side run of the main burrow. The main run can be found from this mound by poking into the soil about a foot out from the mound with a pointed stake. It is a mistake to ignore the first signs of gophers in a managed landscape.

Moles are less of a garden hazard than gophers. Their signature is a tunnel breaking the surface of the soil. Moles prefer insects, larvae and worms and rarely eat plant parts. Their damage is usually esthetic and temporary.

## **Weather**

Climate Zone. Bodega Bay is in Sunset's Zone 17. The winters in this zone are typically wet and cool but lacking frost. The summers bring fog or wind. The effect of the fog is to provide cool summers and to lower the amount of sunlight reaching the plants. Except for the wind, it is a beneficent climate for most plants, the exceptions being plants that need more heat to flower and fruit successfully. For many plants, however, the flowering period seems to be extended because of the lack of high summer heat.

Precipitation. Total rainfall is highly variable, ranging from approximately 22 to 64 inches. More information can be obtained online.

Wind. Bodega Bay is often windy. The winds from the southwest (SW) generally accompany rain. While they occasionally topple a top-heavy plant, these wet winds do not normally cause permanent damage to plants. The most damaging winds come from the northwest (NW) or more broadly from north to west. These winds, often salt laden, desiccate the leaves and will kill or ruin many plants. The intensity of these winds depends on the protection afforded by shrubbery, topography and structures. Plants which suffer on a northwest exposure often prosper on protected south to southeast exposures. In addition, low plants such as ground cover fare better than tall plants when exposed to the full force of the northwest winds.

## **Soil and Soil Preparation**

Soil Description. One piece of gardening lore says, "If you have \$10 to spend on a planting, spend \$9 on soil and \$1 on plants." The rationale is that it is easier to change the plants than the soil and the success of the planting depends on having suitable soil.

In order to have effective and economically efficient soil preparation, one needs to understand some of the basic characteristics of the soil which is going to be improved.

The native soil for most Bodega Harbour parcels is Rohnerville Loam, a soil common to coastal bluffs in Sonoma County. The general characteristics of Rohnerville Loam and of common adjacent soils which cover the steeper slopes in the development are shown in the Table below. Notice that the soil type is dependent on the slope and it can vary from location to location in Bodega Harbour. Rohnerville Loam occurs on flat or gently sloped land and the other two soils, Steinbeck Loam and Kneeland Rocky Complex, occur on steeper slopes.

## COMMON BODEGA HARBOUR SOIL TYPES

Soil Name	Topsoil	Subsoil	Erosion	Permeability	Acidity (pH)
Rohnerville Loam 0-15% slope	Dark brown	Sandy clay	Slight to moderate	Moderately slow	Acid $\approx$ 5,5
Steinbeck Loam 30-50% slope	Eroded	Clay loam	High	High	N/A
Kneeland Rocky Complex 30-75% slope	Loam w/ rock outcrops	Clay loam	High	High	Acid 6.0

Soil texture for Rohnerville Loam topsoil can vary from sandy loam to clay loam. Topsoil may have been removed during construction of houses or even during the process of developing Bodega Harbour where cut and fill was likely required in road building and in making other topographic changes.

Rohnerville topsoil is dark brown in color and sticky when moist. The stickiness is due to the clay component of the soil which imparts many valuable soil characteristics favorable for plant growth. The dark brown color is imparted by the organic material in the soil which contributes a great deal to its beneficial structure and fertility.

Rohnerville soils are fairly acid and the pH needs to be raised to a more neutral value during soil preparation except for those areas where acid-loving plants are to be installed. Depending on the slope, Rohnerville soils may also benefit from additional soil preparation that improves its drainage characteristics. Slow draining, water saturated soils can kill or damage plants.

Soil Preparation. Steps that are helpful in soil preparation are listed below. If the land is significantly sloped, soil preparation steps should be assessed on a case by case basis.

1. Obtain a soil analysis from a testing lab and ask for advice as to:
  - a. The optimum inputs of the major nutrients (nitrogen, phosphorus and potassium) and
  - b. The amount of calcium carbonate required, if any, to make the soil less acid. It is inadvisable to use calcium magnesium carbonate for this purpose unless advised to do so as a result of a soil analysis which includes an analysis for magnesium. Some local soils may already contain excessive amounts of magnesium.
2. Do the final grading of the landscaped area, making sure that there is sufficient slope to allow for drainage. Flat spots or depressions cause standing water which can kill plants in the rainy season.
3. Remove all weeds, being careful to get all of the roots out. Manual weed removal requires several months of effort because so many weeds are annuals and are

prodigious seeders; consequently, it is necessary to water, wait for existing seeds to germinate and remove the coming generation of weeds. One alternative is to remove all existing weeds, including the tiny seedlings, and then apply the appropriate pre-emergent seed killer immediately after installation of the planting.

4. Cultivate the soil and rake out rocks, large clods of earth and any debris left from home construction or previous use.
5. Cover with organic compost at the rate of at least 12 cubic yards per 1000 square feet.
6. Spread nutrients, any calcium carbonate and other amendments to improve drainage on top of the compost and thoroughly rototill compost and amendments with soil.
7. Rake out and check the grade in areas of low slope.
8. After plant installation, a surface mulch such as shredded redwood bark may be applied to retain moisture and prevent growth of weeds.

Sloping areas may require a covering of jute netting, especially if planting occurs before the rainy season. The jute can then be covered with redwood bark.

## **B. SUGGESTED PLANT MATERIAL**

### **Introduction**

The listed plant material has been selected primarily on the basis of deer resistance as listed in the Sunset Western Garden Book and as experienced by homeowners in Bodega Harbour. To a lesser extent, the list consists of plants that survive here in the natural areas of Bodega Bay including Bodega Harbour. Unfortunately, only a handful of plants are absolutely deer proof. Plant descriptions and soil and other cultural requirements can usually be found in the Sunset Western Garden Book.

Resistance to Deer. Most of the listed plants are deer resistant although some may be eaten in areas along deer trails or close to favored feeding areas. Others, such as Marguerites or Japanese Anemones, may have their flowers munched. A few shrubs and vines have their leaves eaten in the lower reaches (up to 4-5 feet), but they can still be very satisfactory plants once they reach 6-7 feet in height.

Please remember that deer eat the native plants. The fact that some plants survive in the wild in deer country suggests that they are candidates for residential landscapes too. But this is not always the case. Plants adjacent to established deer trails are more at risk. Try out a plant and make sure that it will survive the local deer in your neighborhood. Some natives such as the pretty blue-flowered bulb, *Triteleia laxa*, minimize deer browse by growing among other plants such as grasses.

Some native or native-hybrid shrubs which are successfully grown here may be seriously browsed by deer for a year or so after planting. These include: *Ceanothus* 'Concha' and 'C. Julia Phelps,' *Garrya elliptica*, and *Myrica californica*. They may need deer netting in their first fall and winter.

Drought Tolerance. Many of the plants on the Bodega Harbour list are drought tolerant, but others need regular watering; it is usually a mistake to plant the two types together.

Wind Resistance. The degree of wind resistance varies among the listed plants. Ferns, in particular, are not very wind resistant and require a more protected location. On the whole, bulbs are surprisingly wind resistant.

Soil Requirements. Soil requirements vary. Some listed plants such as heather are said to require excellent drainage which, in turn, may require significant soil improvement in the area where they are to be planted.

Sun Exposure. The sunlight is less intense in the Bodega Bay area than it is inland. Many plants which are thought of as shade loving can live happily in full sun or partial shade in Bodega Bay.

Micro-Climates. The construction of homes in Bodega Harbour creates a variety of micro climates. Some of these "built" micro climates are similar to those of the varied geographical areas of Bodega Harbour such as the north slopes, canyons, and ocean bluffs. Our most benign micro climates are usually close to the house and, except for entryways or small enclosed gardens, are most likely to have a south to east exposure. Many homes incorporate interior gardens or patios, open to the air but not to the deer. For these areas, the choice of plants is vastly wider.

### **Native Plants with Key to Definitions**

The reasons for including plants native to Bodega Bay and the Sonoma Coast region are:

1. They are acclimated to our soil and climate.
2. They and their close relatives visually tie the managed landscape to the native landscape.

Many of the local native plants can be found in nearby nurseries. Others are best grown from seed. Hard-to-find seeds and plants can sometimes be found at plant sales of the California Native Plant Society.

Plants have a two part scientific name consisting of the genus and species. For example, the name of the California poppy is *Eschscholzia californica* and it is found as a native plant in Bodega Bay. There are usually more than one species in the genus. Another species in the genus *Eschscholzia* is *E. cespitosa*, the tufted poppy, is native to Sonoma County, but not to Bodega Bay.

In the plant lists, California native plants are noted with the following designations:

[1] Indicates that the species is native to Bodega Bay or nearby coastal bluffs. For example: under SHRUBS, *Ribes sanguineum* and *Rhamnus californica* grow in the natural, wild areas of Bodega Harbour.

[1] (**in bold**) Indicates that the species is native to Bodega Bay but in a garden setting its resistance to deer is more questionable or less understood.

[2] Indicates that the species is native to California. More specifically, the named species (or one or more of the species in the named genus) grows in California. They may grow along the north Sonoma Coast or in parts of Sonoma County, but not in Bodega Bay.

[2] (**in bold**) Indicates that the species is native to California but in a garden setting its resistance to deer is more questionable or less understood.

## Recommended Plant Lists

### SHRUBS

<i>Acacia redolens</i>	Groundcover Acacia
<i>Amelanchier alnifolia</i> of <i>A. utahensis</i> [1]	Serviceberry
<i>Arctostaphylos densiflora</i> 'Howard McMinn' [2]	Manzanita cultivar
<i>Azara dentata</i>	
<i>Berberis aquifolium</i> [2] and <i>B. pinnata</i> [1]	Oregon Grape
<i>Berberis</i> species	Barberry
<i>Brugmansia</i> species	Angel's Trumpet
<i>Buddleia davidii</i>	Butterfly Bush/Summer Lilac
<i>Calluna vulgaris</i>	Scotch Heather
<i>Ceanothus</i> 'Concha' or <i>Julia Phelps</i> ' [2]	California Lilac cultivars
<i>Ceanothus gloriosus exaltus</i> 'Emily Brown' [2]	Holly-leaf California Lilac
<i>Ceanothus Ray Hartman</i> (tree form) [2]	California Lilac cultivar
<i>Cercis occidentalis</i> [2]	Western Redbud
<i>Chamaecyparis lawsoniana</i> 'Nidiformis' [2]	Bird Nest Cypress
<i>Cistus</i> species and cultivars	Rock Rose
<i>Correa pulchella</i> or <i>C. cultivars</i>	Australian Fuchsia
<i>Cotoneaster</i> species	
<i>Crassula argentea</i>	Jade Plant (a succulent)
<i>Dendromecon harfordii</i> [2]	Bush Island Poppy
<i>Diosma (coleonema)</i> species and cultivars	Breath of Heaven
<i>Dodonaea viscosa</i>	Hopseed Bush
<i>Drimys winteri</i>	Winter's Bark
<i>Elaeagnus</i> species	
<i>Erica</i> species	Heath
<i>Eriobotria</i> species	Loquat

Eriogonum arborescens [2]	Santa Cruz Island Buckwheat
Escallonia species and cultivars >6" tall	
Euphorbia species	
Garrya elliptica [2]	Coast Silk Tassel
Grevillea species	
Hakea species	
Holodiscus discolor [1]	Ocean Spray
Hydrangea species	
Hypericum 'Hidcote' or 'Rowallane'	
Ilex species and cultivars	Holly
Juniperus species	Juniper
Leonotis leonurus	Lion's Tail
Leptospermum species and cultivars	Tea Tree
Leucodendron species	
Leucospermum species	Pincushion
Lonicera involucrate var. ledebouri [1]	Twinberry
Luma arculata	
Lupinus arboreus [1]	Tree Lupine
Lupinus albifrons [1] and L. species	Shrub Lupine
Melaleuca species	Bottle Brush
Mimulus aurantiacus [1] or M. cultivars [2]	Shrub Monkeyflower
Myrica californica [1]	California Myrtle
Myrtus communis	True Myrtle
Physocarpus capitatus [1]	Ninebark
Pinus contorta [2]	Shore Pine, Beach Pine
Pinus dwarf cultivars	Dwf /prostrate pine cultivars
Pinus mugo and P.m. mugo	Mugho Pine
Rhamnus californica [1] & R. purshiana [1]	Coffeeberry/Cascara Sagrada
Rhodendron macrophylla [2] and other species/cultivars	Rose Bay and others
Rhodendron occidentale [2]	Western Azalea
Ribes sanguineum [1] and other species and cultivars	Current and Gooseberry
Rosmarinus officinalis and cultivars	Rosemary
Rubus spectabilis [1]	Salmonberry
Salix sitchensis	Sitka Willow
Salvia leucantha and other S. species and cultivars	Mexican Bush Sage & others
Solanum crispum 'Glasnevin' & other cultivars	Shrubby Potato Vine
Taxus baccata 'Repandens'	Spreading English Yew
Teucrium fruticans	Bush Germander
Tibochina urvilleana	Princess Flower
Viburnum davidii	
Westringia rosmariniformis	

## PERENNIALS/ANNUALS

Achillea millefolium [1] and cultivars/other species	Yarrow
Agave species (succulent)	
Aloe species (succulent)	
Anemopsis californica [2]	Yerba Mansa
Aquilegia Formosa [1] and other A. species	Western Columbine & others
Arabis blepharophylla [1] and other A. species	Rockcress
Arctotis species	African Daisy
Armeria maritime [1] and A. species	Thrift, Sea Pinks
Artemesia pycnocephalos [1], A. californica [1] and other A. species [2]	Sandhill Sage, Wormwood, Dusty Miller, Sagebrush
Bergenia species	
Brachycome multifida	Swan River Daisy
Calocephalus brownie	Cushion Bush
Camissonia ovata [1]	Sun Cups
Canna cultivars	
Caryopteris clandonensis	Blue Mist
Cheiranthus (See Erysimum)	Wallflower
Chrysanthemum frutescens	Marguerite
Chrysanthemum hosemariense	
Chrysanthemum maximum	Shasta Daisy
Clarkia amoena [1]	Farewell-to-spring
Clarkie concinna [1]	Red Ribbons
Cosmos bipinnatus	
Cynoglossum amabile	Chinese Forget-me-not
Cynoglossum grande [2]	Hounds Tongue
Delphinium nudicaule [2]	Red Larkspur
Diascia species	Twinspur
Dierama pulcherrium	Fairy Wand
Dietes species	Fortnight Lily
Digitalis species	Foxglove
Dodecatheon hendersonii [1]	Shooting Star
Dudleya farinose [1] and other species [2] (succulent)	
Epipactis gigantean [2] and E. g. 'Serpentine Night'	Stream Orchid
Erigeron glaucus [1]	Seaside Daisy
Erigeron karvinskianus	Santa Barbara Daisy
Eriogonum latifolium [1], E. grande rubescens and E. umbellatum [2]	Coast Buckwheat
Eryngium amethystinum	RedBuckwheat/Sulfur Flower
Erysimum 'Bowles Mauve' and E. species [2]	Sea Holly
Eschscholzia californica [1] and other E. species [2] and cultivars	Wallflower
Euryops species	California Poppy
Felicia amelloides	Blue Marguerite
Helianthemum nummularium	Sunrose
Helichrysum petiolare and cultivars	Licorice Plant



<i>Heliotropum arborescens</i>	Common Heliotrope
<i>Helleborus orientalis</i>	Lenten Rose
<i>Heracleum lanatum</i> [1]	Cow Parsnip
<i>Heuchera micrantha</i> [2]	Alumroot
<i>Heuchera pilosissima</i> [2]	Coast Alum Root
<i>Impatiens</i> species	Balsam
<i>Kniphofia uvaria</i>	Red Hot Poker
<i>Lasthenia californica</i> [1]	Goldfields
<i>Lavandula</i> species	Lavender
<i>Layia platyglossa</i> [1]	Tidy Tips
<i>Lewisia cotyledon</i> species and hybrids [2]	Meadow Foam
<i>Limnanthes douglasii</i> [2] [1 formerly]	Statice
<i>Mimomonium perezii</i> and <i>L.</i> species	Toadflax
<i>Linaria purpurea</i>	
<i>Lithodora diffusa</i> 'Grace Ward'	
<i>Lupinus</i> species and cultivars [1]	Lupine
<i>Mimulus guttatus</i> [1] and <i>M.</i> species [2]	Large Monkey Flower/Others
<i>Monarda didyma</i>	Bee Balm
<i>Myosotis</i> species	Forget-me-not
<i>Nemophila menziesii</i> ssp. <i>Atomaria</i> [1]	White Baby Blue Eyes
<i>Nepeta</i> species	Catmint and Catnip
<i>Nicotiana</i> species	
<i>Origanum</i> species	
<i>Papaver orientale</i>	Oriental Poppy
<i>Penstemon heterophyllus</i> [2] & other species [2]/cultivars	Beard Tongue
<i>Perovskia</i> 'Blue Spire'	Russian Sage
<i>Phacelia californica</i> [1]	Rock Phacelia
<i>Phlomis fruticosa</i>	Jerusalem Sage
<i>Phormium</i> species and cultivars	New Zealand Flax
<i>Platystemon californicus</i> [1]	Cream Cups
<i>Primula</i> species	Primrose
<i>Ranunculus californicus</i> [1] and other <i>R.</i> species	California Buttercup/Others
<i>Romneya coulteri</i> [2]	Matilija Poppy
<i>Rudbeckia</i> species	
<i>Scabiosa</i> species	Pincushion Flower
<i>Salvia sonomensis</i> [2] and <i>S.</i> species [2]	Sage
<i>Santolina</i> species	
<i>Saxifraga mertensiana</i> [1]	Saxifrage
<i>Sedum</i> and other succulents	Stonecrop, etc.
<i>Sidalcea malvaeflora</i> [1]	Checker Mallow
<i>Tagetes lemmonii</i>	Perennial Marigold
<i>Tropaeolum majus</i>	Nasturtium
<i>Tulbaghia violacea</i>	Society Garlic
<i>Verbascum</i> species	Mullein
<i>Wyethia</i> species [1] [2]	Mule Ears
<i>Zauschneria Californica</i> [2]	California Fuschia
<i>Zingiber officinale</i>	Ginger

## GRASSES, RUSHES AND SEDGES

Calamagrostis acutiflora	Feather Reed Grass
Calamagrostis foliosa [2]	
Calamagrostis nutkiensis [1]	
Carex comans	New Zealand Hair Sedge
Carex nudata [1] and other C. species [1]	Sedge
Carex spissa [2]	Gray Sedge
Chasmanthium latifolium	Sea Oats
Deschampsia cespitosa holciformis [1]	Coastal Hair Grass
Elymus arenarius 'Glaucus'	Blue Lyme Grass
Elymus condensatus (See Leymus)	
Festuca californica [1]	California Fescue
Festuca idahoensis [2]	Idaho Fescue
Festuca rubra [1]	Red Fescue
Helictotrichon sempervirens	Blue Oat Grass
Hordeum brachyantherum [1]	Meadow Barley
Imperata cylindrical 'Rubra'	Japanese Blood Grass
Juncas patens [1] and other J. species	Blue Rush and others
Juncus phaeocephalus [2]	
Leymus condensatus 'Canyon Prince' [2]	
Melica species [1]	
Miscanthus species	
Nasella lepida [1]	Foothill Needle Grass
Nasella pulchra [1] (California State Grass)	Purple Needle Grass
Pennisetum species	Fountain Grass
Phalaris arundinacea [2] and cultivars	Ribbon Grass
Scirpus cernuus [1] and other S. species [2]	Fiber Optics Plant and others
Stipa tenuissima and other S. species	

## FERNS

Adiantum species [1]	Maidenhair Fern
Atherium felix-femina	Lady Fern
Blechnum spicant [2]	Deer Fern
Dryopteris arguta [2]	Coastal Wood Fern
Pallaea andromedifolia [2]	Coffee Fern
Pentagramma triangularis [1]	Gold-back Fern
Polypodium species [1], [2]	Polypody
Polystichum munitum [1]	Western Sword Fern
Pteridium aquilinum [1]	Bracken Fern
Rumohra adiantiformis	Leatherleaf Fern
Smilax species	Asparagus Fern

## GROUND COVER

Asarum caudatum [2]	Wild Ginger
Anthemis nobilis	Chamomile
Arctostaphylos species and cultivars [2]	Flat-growing Manzanita
Baccharis pilularis cultivars [1, species]	Low-growing Coyote Brush
Ceanothus gloriosus exaltatus 'Emily Brown' [2]	Holly-leaf Ceanothus
Cerastium tomentosum	Snow-in-summer
Dichondra donelliana [1]	Dichondra
Drosanthemum floribundum	Rosea Ice Plant
Dymondia margaretae	
Erodium	Crane's Bill
Fragaria chiloensis [1] and F. vesca [1]	Wild Strawberry
Gazania species	
Hypericum calycinum	St. Johnswort
Juniperus species	Juniper
Lamium	Dead Nettle
Lampranthus	Ice Plant
Laurentia fluviatilis [Isotoma f.]	Blue Star Creeper
Mesembryanthemum crystallinum	Ice Plant
Myoporum parvifolium and cultivars and M. 'Pacificum'	
Nepeta species	Catmint
Osteospermum fruticosum	Trailing African Daisy
Polygonum vacciniifolium	Knotweed
Prunella species and cultivars	Self Heal
Rosmarinus 'Prostratus'	Trailing Rosemary
Sagina subulata	Irish Moss, Scotch Moss
Silene maritime {S. uniflora}	
Soleirolia soleirolii	Baby's Tears
Stachys ajugoides [1]	
Stachys byzantia 'Silver Carpet'	Lamb's Ears
Teucrium species	
Thymus species	Thyme
Vinca species	

## VINES

Clematis armandii and other C. species [2]	
Hardenbergia species	Lilac Vine
Marah oregano [1]	Coast Manroot
Passiflora species and P. 'Coral Seas'	Passion Vine
Solanum jasminoides	Potato Vine
Tecomera capensis	Cape Honeysuckle
Wisteria species	

## BULBS AND BULB-LIKE PLANTS

Allium species and cultivars [2]	Onion
Anemone species	
Babiana species	Baboon Flower
Calochortus tolmeia [1]	Cat's Ears
Chlorogallum pomeridianum [1]	Soap Plant
Crocus species	
Cyclamen species and cultivars	
Dichelostemma capitatum [1]	Blue Dicks
Freesia hybrids	
Gladiolus species	
Homeria collina	
Ipheion uniflora	Spring Star Flower
Iris douglasii [1]	Douglas Iris
Iris species and cultivars [2]	Pacific Coast/PC Hybrid Iris
Iris species (non-native)	Iris (many types)
Lilium pardalinum [2]	Leopard Lily
Lycoris	Spider Lily
Nerine	
Narcissus species and cultivars	Daffodils
Schizostylis species and hybrids	Kaffir Lily
Sisyrinchium bellum [1] and S. californicum [1]	Blue/Yellow-eyed Grass
Smilacena racemosa [2]	False Solomon's Seal
Sparaxis tricolor	Harlequin Flower
Triteleia laxa [1]	Ithuriel's Spear
Zantedeschia species	Calla Lily
Zigadenus fremontii [1]	Star Lily

## PROHIBITED PLANTS

Some non-native plants do well in the Bodega Harbour environment but are invasive and can displace native plants. Many of the invasive species spread when the winds common to the coast blow the seeds around, and when seeds are distributed by birds. To protect the surrounding natural environment, the following plants are prohibited in landscape applications:

Carpobrotus	Ice Plant
Cortaderia jubata	Pampas Grass
Cotoneaster	Cotoneaster
Echium candicans	Pride of Madeira, Tower of Jewels
Genista	Broom
Myoporum laetum	Myoporum
Nassella tenuissima	Mexican Feather Grass
Ulex europaeus	Gorse
Vinca major	Periwinkle
Bamboo - All except those grown in containers	Bamboo
Cannabis - All species	Hemp, marijuana

Hedera  
Nerium

Ivy  
Oleander

## **C. TREE GUIDELINES**

### **Background**

The land, which Bodega Harbour now occupies, was part of the coastal prairie plant community consisting of native bunch grasses and annual and perennial wildflowers. Alder, Maple, Fir, Myrica, and Redwoods grew in the watershed drainages. Periodic fires pruned these ravines and burned off the grass thatch making way for renewed growth. Ranching practices introduced new species of plants including many annual grasses that dominate our meadows today. Grazing, the main form of pruning, kept vegetation from building up excessively and reduced the fuel for fire.

In the 1970s when the ranges were converted to housing, the developer planted trees and shrubs, mostly Monterey cypress and myoporum, in the common areas that surround the clubhouse and residences as part of an effort to minimize the visual impact of the new construction. The trees have since matured, and residences are still being constructed. The relationship between residences, trees and views is now more critical. Pruning is now accomplished through mowing, tree work and regular landscape maintenance and by browsing deer herds. Costly professional tree work is often required to mitigate the view impact of large trees. When new trees are planted, it is with more awareness of their long-term size and effect. Fire control is now a combination of sound landscape practices and public fire protection services.

### **Philosophy**

Bodega Harbour occupies coastal grasslands, beaches, ravines and cliffs and has extended views of sky, ocean, salt marsh, headlands, and rock formations. Together, these elements of our landscape form an environmental matrix precious to residents and visitors alike. New trees and large shrubs to be planted should be selected on the basis of their adaptability to the coastal environment and where the growth pattern is suited to the specific location. Size is of particular concern, since open views are the dominant feature of the natural landscape. Trees and large shrubs, which require regular pruning to control size, are discouraged. A natural, uncultivated look and shape are preferred. Trees and large shrubs may not be suitable in many areas. Where they are appropriate, they should be placed so that they enhance the surroundings at all phases of growth, including mature height.

### **Goal**

The purpose of the Tree Guidelines is to assist the evaluation of tree issues on private property. The goal of the guidelines is that trees and large shrubs within Bodega Harbour

are appropriate, in species, form and size, to the planting location and are compatible with the principles of the Landscape Guidelines relative to view obstruction.

### **Selection of Tree Species**

#### **Monterey Cypress**

Monterey Cypress *Cupressus macrocarpa*

Monterey Cypress are native to Monterey County, CA, hence the common name. They have a signature shape with age in windy conditions that seems to symbolize the coast of California to many people. Monterey Cypress trees were planted throughout the Bodega Harbour community in the 1970's and may now be causing view blockages.

In certain conditions that are too warm and/or dry they are very subject to fungus canker that causes the foliage to turn brown in sections of the tree, dying back and eventually falling off the tree. There is no cure or prevention for this disease except for planting this tree in its native habitat and caring for it with adequate water and little to no pruning. Pruning will leave openings in the tissue, which are ideal places for the fungus to invade.

Monterey Cypress makes a wonderful sheared hedge in the right location; but this pruning style must be started when the trees are very young and vigorously growing. Plants must be sheared as often as four times a year to achieve a fine textured look. Mature specimens do not take well to pruning – new growth is poorly attached to older wood and the trees lose their natural habit of growth. These trees become brittle and prone to splitting with age.

Views are a premium in Bodega Harbour and consideration of everyone in the neighborhood should be kept in mind when planting trees. Monterey Cypress is a fast growing species that can quickly become a problem when planted near to or between homes. When planted in the wrong place the trees must be pruned to avoid obstructing views. Depending on the location and the pruning practice this may need to be done frequently and it can become quite expensive. In many cases Monterey Cypress are not suitable for planting in the BHHA development.

There are many suitable substitutes for Monterey Cypress that can be used for screening, hedging, accents; each planting location is different and there is no one plant that will work in every situation.

#### **Recommended Substitutes for Monterey Cypress**

Shore Pine

*Pinus contorta*

Height:

Spread:

Exposure:

Growth Rate:

10-20'

5-10'

Sun

Moderate to fast

Dense dark green foliage can take some shearing and training if desired. Can be variable in growth habit and rate of growth. Do not allow the rootball to dry out completely while

getting established. Looks better with occasional summer water once established. Wind will shape this small tree. Height must be maintained at a maximum of 15' or at the roofline.

Mugho Pine		<i>Pinus mugo</i>	
Height:	Spread:	Exposure:	Growth Rate:
5-10'	5-10'	Sun	Slow to moderate

Quite variable in growth habit and rate of growth. Do not allow the rootball to dry out completely while getting established. Looks better with occasional summer water once established. Wind will shape this small tree.

Mugho Pine		<i>Pinus mugo mugo</i>	
Height:	Spread:	Exposure:	Growth Rate:
3-4'	3-5'	Sun	Slow to moderate

Quite variable in growth habit and rate of growth. Do not allow the rootball to dry out completely while getting established. Looks better with occasional summer water once established. Stays more compact and dense than species above, tidy looking. Evergreen.

Tanyosho Pine		<i>Pinus densiflora 'Umbraculifera'</i>	
Height:	Spread:	Exposure:	Growth Rate:
12-15'	15'+	Sun	Slow

Picturesque small tree; may be multi-trunked; broad and flat-topped. Can be variable in growth habit and rate of growth. Do not allow the rootball to dry out completely while getting established. Looks better with occasional summer water once established. Evergreen.

Pacific Wax Myrtle		<i>Myrica californica</i>	
Height:	Spread:	Exposure:	Growth Rate:
5-25'	10-15'	Sun/light shade	Moderate

Can be variable in growth habit and rate of growth depending on sun/wind exposure. Do not allow the rootball to dry out completely while getting established. Can be multi-trunked small tree or large shrub; excellent for screening. Prune/shear to keep as a screen as specimens will become more tree-like and lose leaves at the base without pruning. Evergreen; needs deer protection. California native. Height must be maintained at a maximum of 15' or at the roofline.

Coffee Berry		<i>Rhamnus californica</i>	
Height:	Spread:	Exposure:	Growth Rate:
5-15'	4-10'	Sun/light shade	Moderate

There are several fine cultivars (cultivated varieties) of Coffee Berry, all are evergreen and make fine foundation shrubs. 'Eve Case' has the largest leaves, which are glaucous and it tends to fruit heavily (great habitat plant); it gets 4-6' tall and as wide. 'Mound San Bruno' has smaller, closely set leaves that are bright green; it is listed as shorter than 'Eve Case' but I have seen it get taller - to about 8' and more. All tend to start out slowly then take off. They need very little pruning, having a nice natural shape. Needs deer protection to start off. California native.

Strawberry Tree		<i>Arbutus unedo-Dwarf Elfin King Only</i>	
Height:	Spread:	Exposure:	Growth Rate:
5'	5'	Sun/light shade	Moderate

Wonderful evergreen large shrub or small tree with nice peeling bark, lovely white urn-shaped flowers and red fruit that is reminiscent of strawberries. The fruit flavor is rather insipid but birds like them. There is a compact variety 'compacta' that is a densely growing shrub. This plant is not native to California but looks like it is and is well adapted to California conditions both on the coast and inland. Not much pruning necessary, good for screening or as a single specimen. Needs deer protection to start off.

Blue Blossom		<i>Ceanothus 'Ray Hartman'</i>	
Height:	Spread:	Exposure:	Growth Rate:
10-15'	10-15'	Sun/light shade	Moderate

Very beautiful evergreen shrub or tree with soft blue flower clusters in spring. Can be variable in growth habit and rate of growth depending on sun/wind exposure. Do not allow the rootball to dry out completely while getting established. Great as a single specimen or for a mass screen. Many other cultivars are available for ground cover or foundation plantings. Needs deer protection to start off. California native.

Escallonia		<i>Escallonia rubra</i>	
Height:	Spread:	Exposure:	Growth Rate:
8-12'	8-10'	Sun/light shade	Moderate

An almost bulletproof evergreen shrub or small tree with age. Shiny leaves and bright pink flowers that hummingbirds like. Great for hedging or screening – takes to shearing very well. Can take coastal exposure well and will wind shear attractively. Needs deer protection to start off.

Silk Tassel		<i>Garrya elliptica (coastal specimens only)</i>	
Height:	Spread:	Exposure:	Growth Rate:
8-15'	8-15'	Sun/light shade	Moderate

Unusual large evergreen shrub with draping tassels of flowers in spring. The cultivar 'Evie' is smaller and more compact growing. Needs deer protection to start off. California native. Good in masses or for screening. Prune to shape in light shade.



**4**

**Bodega Harbour  
Telephone Numbers**

### Bodega Harbour Telephone Numbers

Bodega Harbour Security (24-hour Patrol)	(707) 490-4450
Bodega Harbour Administration	
Office	(707) 875-3519
Fax	(707) 875-9680
Golf Shop (Members Only Line)	(707) 875-3539
Bluewater Bistro (Reservation Line)	(707) 875-3513

### **Emergency Service Telephone Numbers**

Bodega Bay Area Rescue (Paramedics & Ambulance)	911
Bodega Bay Fire Department	911
Bodega Bay Fire & Rescue Department (Business Only)	(707) 875-3700
County Sheriff	(707) 527-2121
Poison Control Center	(707) 527-7177

### **Utilities**

Bodega Bay Public Utility (Water & Sewer)	(707) 875-3332
AT&T Local and/or Long Distance (New Service)	(888) 204-6057
PG&E	(800) 742-5000
Verizon Wireless	(707) 634-7582
Comcast Table (Television and/or High-Speed Internet)	(800) COMCAST
Recology	(800) 243-0291

### **Churches**

Fisherman's Chapel (Non-Denominational)	<a href="http://fishermanchapelbythebay.org">fishermanchapelbythebay.org</a>
Bodega Bay Union Church	(707) 875-3559
St. Teresa's Catholic Church	(707) 874-3812Occidental
Community Church	(707) 874-3501

**5**

**Emergency Planning**

# Bodega Harbour Emergency Planning

## Harbour Emergency Information:

As with any community, Bodega Harbour and its residents may at some time experience a large-scale emergency or natural disaster. In the event of a community emergency, residents should proceed to one of the five well-equipped emergency stations where you will be directed or assisted by your emergency team. A station map is on page two.

We are fortunate to have excellent response capabilities in our Fire Department and Sheriff Department, as well as the 911 response system and our own security service. When a major disaster occurs, it is possible that these services may be overwhelmed or cut off from our community.

Bodega Bay CERT is a volunteer community group which has developed an emergency plan in the event of a disaster or an earthquake. Throughout the Bodega Bay area there are preparedness stations, equipped to provide communication, search and rescue, first aid services

In the event of a disaster or an earthquake, locate the closet preparedness station to you.

Before going to the station, check that you and everyone in your home is safe; check for injuries.

Leave your home immediately if you see that there are hazards – gas or water leaks and/or structural damage

Turn off the gas and water only if they are leaking. If there is a fire, only try to extinguish very small fires; otherwise, leave, closing doors and windows as you exit.

At the station, there will be CERT responders managing the station and its resources.

Bodega Bay Community Emergency Response Team

For questions, contact Linda Stout, [lindsigm1@aol.com](mailto:lindsigm1@aol.com)



**Location of Emergency Stations are as follows:**

*After securing yourself, your family, home and neighbors, please proceed to your local emergency station to give or receive assistance. See the Bodega Harbour map on page two.*

### **Station 1 North Harbour**

Lots 241-336, 412-447 Junction of Seaway and Mainsail

### **Station 2 South Harbour**

Lots 31-148, 374-411

Golf Course 1st Tee

### **Station 3 South Harbour**

Lots 19-30, 149-206, 448-519, 721-722  
Golf Course 11th fairway

### **Station 4 South Harbour**

Lots 1-18, 207-240, 337-373, 520-586,  
723-724

Gull Drive below 8th green

### **Station 5 South Harbour**

*lindsigm1@aol.com*

# BODEGA HARBOUR

## EMERGENCY PLANNING

Overview	What to do	What happens next	Where to go for help
<i>Emergency information</i>	<i>Before disaster strikes</i>	<i>First responders</i>	<i>Harbour map</i>
<i>Lot numbers for emergency stations</i>	<i>When disaster strikes</i>	<i>Harbour communications</i>	<i>Emergency station map</i>
<i>Page 1</i>	<i>Page 2</i>	<i>Page 3</i>	<i>Page 4</i>

### HARBOUR EMERGENCY INFORMATION

As with any community, Bodega Harbour and its residents may at some time experience a large scale emergency or natural disaster. In the event of a community emergency, residents should proceed to one of five well-equipped emergency stations where you will be directed or assisted by your emergency team. A station map is on page four.

We are fortunate to have excellent response capabilities in our Fire Department and Sheriff Department, as well as the 911 response system and our own security service. When a major disaster occurs, it is possible that these services may be overwhelmed or cut off from our community.

The Emergency Preparedness function is a volunteer community group that has developed an Emergency Preparedness Plan at the direction of the Bodega Bay Homeowners Association. We are organized into five districts, each with search and rescue, first aid, shelter, special needs and communication capabilities. In addition, there is a central coordinating team with

enhanced medical and communication capabilities. Most emergency planning volunteers have received Community Emergency Response Training (CERT) from our Bodega Bay Fire Department and several have medical and communications training.

Harbour homeowners are encouraged to take Community Emergency Response Training, CPR and first aid training.

Homeowners are always welcome to attend emergency planning meetings. We can all aid in the well-being of family, neighbors and community in the event of an emergency.



#### Emergency Stations

After securing yourself, your family, home and neighbors, please proceed to your local emergency station to give or receive assistance. See the Bodega Harbour station map on page 4.

**Station 1 North Harbour**  
Lots 241-336 , 412-447  
Junction of Seaway and Mainsail

**Station 2 South Harbour**  
Lots 31-148, 374-411  
Golf Course 1st tee

**Station 3 South Harbour**  
Lots 19-30, 149-206,  
448-519, 721-722  
Golf Course 11th fairway

**Station 4 South Harbour**  
Lots 1-18, 207-240,  
337-373, 520-586, 723-724  
Gull Drive below 8th green

**Station 5 South Harbour**  
Lots 587-720, 725  
Junction of Osprey and Owl Court



# TAKING ACTION

## Before Disaster Strikes

### What to Know

- The two best evacuation routes from each room, your home and the neighborhood.
- Where your designated neighborhood emergency station is located.
- Know where your gas, electrical and water shutoffs are located and learn how to turn them off. **DO NOT** turn off utilities unless there is a real problem such as a gas or water leak.
- Learn how to open your electric garage door when the power is off.
- Know what to have in an emergency preparedness kit at your home and start assembling it.
- Get to know your neighbors and any special needs they may have.
- Have an out-of-state contact person for you, friends and relatives to use to relay messages and family safety information.
- Pre-arrange two meeting places for family members in the event of a disaster. One location a safe distance from your home and a second outside your neighborhood.
- Learn how to use your fire extinguisher.
- Remember to keep your automobile gas tank full in the event of evacuation.
- Review your home inside and outside for fire and earthquake hazards and make appropriate changes.
- Post emergency telephone numbers by every phone.

### What to Have Ready

- One gallon of water for each person and pet per day for a minimum of three days.
- Pet food and leash if applicable.
- Water purification tablets or household bleach.
- Ready to eat foods, such as canned food and health bars.
- Utensils, paper plates, cups, towels, can opener.
- Baby supplies if applicable, including formula, bottles, diapers, blankets, canned baby food and juice.
- First aid kit with disposable gloves, sterile dressing, cleansing agent, antibiotic ointment, burn ointment, adhesive bandages, eye wash, scissors, diarrhea medication, thermometer, tweezers.
- First aid book.

- Extra prescription medication.
- Dust mask.
- Flashlight and radio.
- Extra batteries.
- Extra hearing aid batteries.
- Cell phone with important numbers.
- Cell phone batteries and car charger.
- A set of walkie-talkie radios.
- Cash in small bills.
- Personal hygiene items including toilet paper and feminine hygiene products.
- Sturdy shoes, heavy gloves, warm clothes, hat and rain gear.
- Extra prescription eye glasses, hearing aids and similar items for each family member.
- Blankets or sleeping bags.
- Fire extinguisher and garden hose.
- Extra keys to home and vehicles.
- Paper and pens.
- Heavy plastic bags for sanitation.
- Basic tools, crescent wrench and duct tape.
- Specialty items for family members with mobility concerns.
- Whistle.
- Paper towels.
- Disinfectant.
- Local area maps.
- Matches or lighter.
- Contact information with a current list of family phone numbers, e-mail addresses, with one out-of-state contact number in the event local phone service is out.
- Copies of important documents in a waterproof bag.
- An emergency kit for your car.
- Shoes and flashlight next to the bed.

### When Disaster Strikes

- Check yourself and family members for injuries.
- Check your home for hazards such as water or gas leaks, downed power lines, structural damage and make sure your phones are on their hooks.
- Leave your home immediately if there is structural damage.
- Use your fire extinguisher to put out a fire if it is smaller than a trash can. If it is larger, leave the room, close the door and leave your house.
- If there is a gas or water leak, turn those utilities off. If there are no leaks leave them on!

- Call your out of state contact person if phones are working to report on your condition.
- Check on your neighbors if there are no fires or structural damage at their homes.
- Do not take risks that will add you to the injured list.
- Proceed to your emergency station for further instructions or help. If the roads are clear, bring your car to the emergency station.
- Take note of any hazards, conditions or people requiring assistance on your way to your emergency station.
- If you can, bring two-way radios, flashlight, warm jacket, good shoes, paper, pens, water and a crescent wrench to your emergency station.

### Emergency Station Sheds

Each emergency station (1 through 5) contains extensive first aid supplies, a tent and equipment to solve most basic emergency concerns. Area captains and some emergency preparedness committee members have keys for the sheds housing these supplies. Your area captain or CERT responders will open the sheds and manage the emergency station resources.

### Disaster Concepts

- Minimize any additional problems for the emergency response personnel by taking the time to make sure you, your family and home are safe.
- Do not take any risks that may cause you or another harm even to save a life.
- A major disaster can require a personnel response that is based in helping the most people and the most critically injured in the shortest amount of time. Your area captain and CERT trained area team members are experienced in this type of response. It will be important for you to help rather than hinder or change their response plan or actions.
- If you are assessing your neighborhood or acting as a helping first responder, always have a partner with you.
- The concept of triage is at the basis of a major emergency. Initially, the largest efforts will be used to do the most good for the most people.
- Remain as calm as possible and help others remain calm. Think each situation through before taking action.

# RESOURCES

## Emergency Response Teams

### First Responders

A first responder is anyone who can lend a hand in an emergency and shows up to help at their neighborhood station. A first responder will be given ways to help that are appropriate to each person's training and abilities. First responders are critical to the well-being of the community in a disaster and are the people who can make a valuable difference in the success of an emergency situation.

### Community Emergency Response

Community Emergency Response (CERT) personnel have taken special training in emergency concepts and techniques. Your Area Captain will most likely have CERT training as will some of your neighbors.

### Area Captains

Area Captains are critical during an emergency to create order, send response teams, track data and communicate with Central Command. Your Area Captain will have your safety as well as the safety of your neighborhood in mind. It is important to follow your Captain's instructions.

### Medical Training

If you have medical or first-aid training, your expertise may be critical to helping the emergency response teams in a serious emergency.

## Communications

Each emergency shed structure contains radios for communication with responders in the field and Bodega Harbour Emergency Central Command. If you have walkie-talkie radios or a ham radio, please bring them to your area emergency station. Each station will report

the status of people, utilities, homes and roads to Central Command, who will in turn report to community services such as the Bodega Bay Fire Department. Two way radios should be tuned to the channel number of your area, which is the same as your station number. Radios should be used for emergency purposes only.

## Central Command

The Bodega Harbour Emergency Preparedness Committee has a trained team of communications and medical personnel to coordinate Harbour response and communicate with outside emergency response. Central Command will maintain Harbour-wide statistics and information. Communication to Central Command will take place from each neighborhood station through the Area Captain or Co-Captain.

## Keeping Track of Information

Information is vital to the success of an emergency. If you are aware of a problem, take the time to note the location or address along with any information available about any persons involved or injured. Report the information to your Area Captain in person or on a two-way radio set to your area channel.

## Setting up for the Long Haul

In our location, a serious emergency may require the ability to manage on our own as a community for several days until outside resources are available. The preparations you make to stock supplies and emergency tools will be particularly valuable in our area. Getting to know your neighbors, the homes in your vicinity and being a responder during an emergency will be of value to all.

## Earthquake

### If Inside

- Seek immediate shelter.
- Drop to the floor, take cover under a sturdy desk or table and hold on to it firmly. Be prepared to move with it until the shaking stops.
- In a hallway, sit down against a wall and cover your head.

### If Outside

- Move away from buildings to an open area.

### After an Earthquake

- Check to see if phones are on their hooks. Use the phone only for emergencies or to contact your out of area family safety contact.
- If safe, walk around your home and assess damage. Check for gas or water leaks.
- Put out small fires and clean up spills.
- Get your car out of the garage and load it with supplies to prepare for evacuation if necessary.
- Go to your neighborhood emergency station to help, receive help or report what you have seen.

### Earthquake Eyes

- Take a few minutes now to check each room in your home and ask yourself what would injure you if a major earthquake hit. Fix any possible hazards and stay safe!

**Do not call 911 unless you have a real and present emergency and cannot make it to your emergency station.**

### Water Purification

*Boil water for ten minutes or use chlorine bleach and let stand 30 minutes:*

- 1 Quart water - 4 drops bleach*
- 1 Gallon water - 16 drops bleach*
- 5 Gallons water - 1 teaspoon bleach*

### Automobile

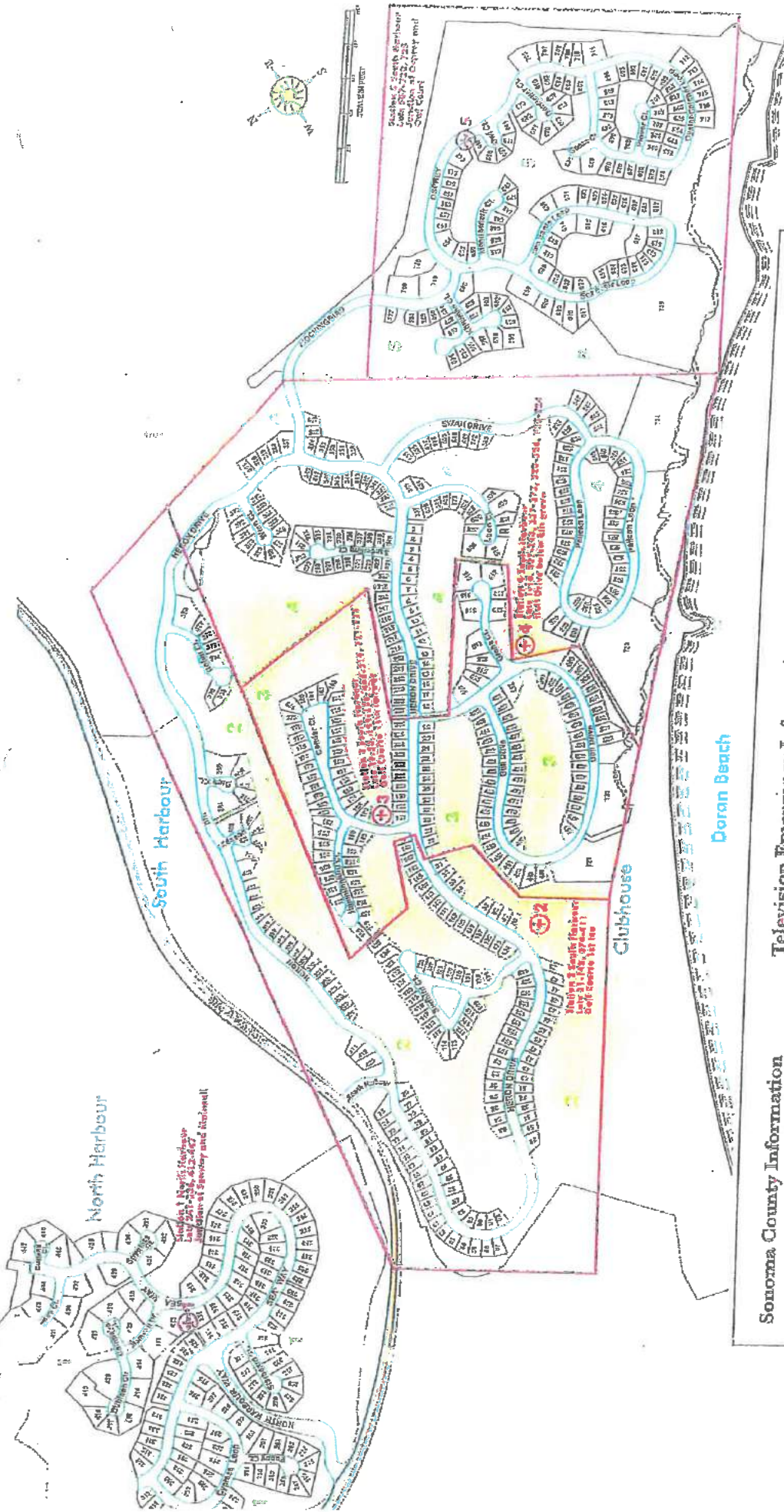
*Always keep your gas tank at least one quarter to one half full for evacuation.*

*Keep emergency supplies, a cell phone charger and extra eye glasses in your car.*

### Telephone

*A telephone that requires electricity will not work if the power is out. The power may be out, but not the telephone lines, so keep a non-electrical telephone in the house.*





### Propane Shut Off

Propane tanks have a shut off valve typically on top of the tank. Turn the valve clockwise to close it. Do not shut off your propane unless there is a leak.

If you smell gas, put out all smoking materials and other flames such as pilot lights. Do not operate a light switch, telephones, cigarette lighters, appliances or thermostat. Stay spark can ignite gas. Get everyone out of the building immediately. A gas leak is a significant threat to life, property and surrounding property. DO NOT turn on the gas after it has been shut off. This should be done by your gas company.

### Television Emergency Information

KFTY Ch 50  
KFTVU Ch 2  
NBC11 Ch 3  
KRON Ch 4  
KTVU Ch 5  
KGO Ch 7

### Radio Emergency Information

KQST 100.1 FM  
KSRO AM 1350  
KCBS AM 740  
KBBC 89.1 FM for Spanish

### Sonoma County Information

Emergency Services 707.565.1152  
911 Emergency Only! 911  
Public Information Hotline 707.565.3656  
Sheriff's Department 707.565.2511  
Public Health Hotline 707.565.4477  
Red Cross 707.577.7600  
Poison Control 800.876.4766  
Bodega Harbor Telephones  
Administrative Office 707.875.3519  
Security 707.875.3758  
Security Call Phone 707.490.4650  
Security Radio Phone 707.875.2374





## California Relay Service

*The power to connect us all.*

# Important Information Regarding California Relay Service

California Relay Service (CRS) is a public service which guarantees all citizens access to prompt, professional and accurate communication through the telephone. Consumers of these specialized services, specifically individuals who are deaf, deaf-blind, hard of hearing or have difficulty speaking, can communicate on the telephone via text telephone (TTY), Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS) and Captioned Telephone in English and Spanish in order to more easily connect with family, friends or businesses.

### How does California Relay Service work?

Simply dial 711 or the appropriate toll-free number provided to connect with California Relay Service. A qualified Communication Assistant (CA) will ask for the area code and number of the person you wish to call and begin the relay call. Generally, the CA will voice the typed message from the text telephone (TTY) user to you. The CA relays your spoken message by typing it to the TTY user.

### Specialized Services:

California Relay Service offers specialized services for individuals who have difficulty speaking and for Spanish-speaking residents. Specially-trained CAs are on hand to assist in these types of calls by dialing the associated number provided. Since California Relay Service offers a variety of services, please refer to the website listed or call Customer Care for more detailed instruction on how a particular call is processed.

### Captioned Telephone:

Captioned Telephone is also available and ideal for individuals with hearing loss who are able to speak for themselves. A Captioned Telephone is like any other telephone with an essential difference: it allows users to listen to their phone conversations while reading word-for-word captions of what's said to them.

### Access to Services:

Both 711 and the 800 numbers are toll-free calls and provide access to the same relay services. If you are experiencing trouble dialing 711 to reach California Relay Service, please contact Customer Care.

All services are available 24 hours a day, seven days a week. Consumers may place relay calls to English and Spanish speaking persons within California, across the United States and even internationally. By law, each conversation is handled with strict confidentiality. There is no charge to access California Relay Service.



California Relay Service

*The power to connect us all.*



[www.ddtp.org](http://www.ddtp.org)



Speech-to-Speech

California Relay Service  
*The power to connect us all.*

California Relay Service (CRS) is funded by the Deaf and Disabled Telecommunications Program (DDTP), a program of the California Public Utilities Commission.

To place a call using California Relay Service, dial 711 or one of the toll-free numbers below:

English TTY/Voice: 800-855-7100

Spanish TTY/Voice: 800-855-7200

Speech-to-Speech: 800-855-7300

Visually Assisted STS: 800-855-7400

### Customer Care Information:

English V/TTY: 877-632-9095

Spanish V/TTY: 887-419-8440

P.O. Box 285

Aurora, NE 68818

Email: [california@hamiltonrelay.com](mailto:california@hamiltonrelay.com)

Web: [www.ca-relay.com](http://www.ca-relay.com)

### Captioned Telephone

Customer Care: 888-402-4018

To call a Captioned Telephone user, dial:

866-399-9050

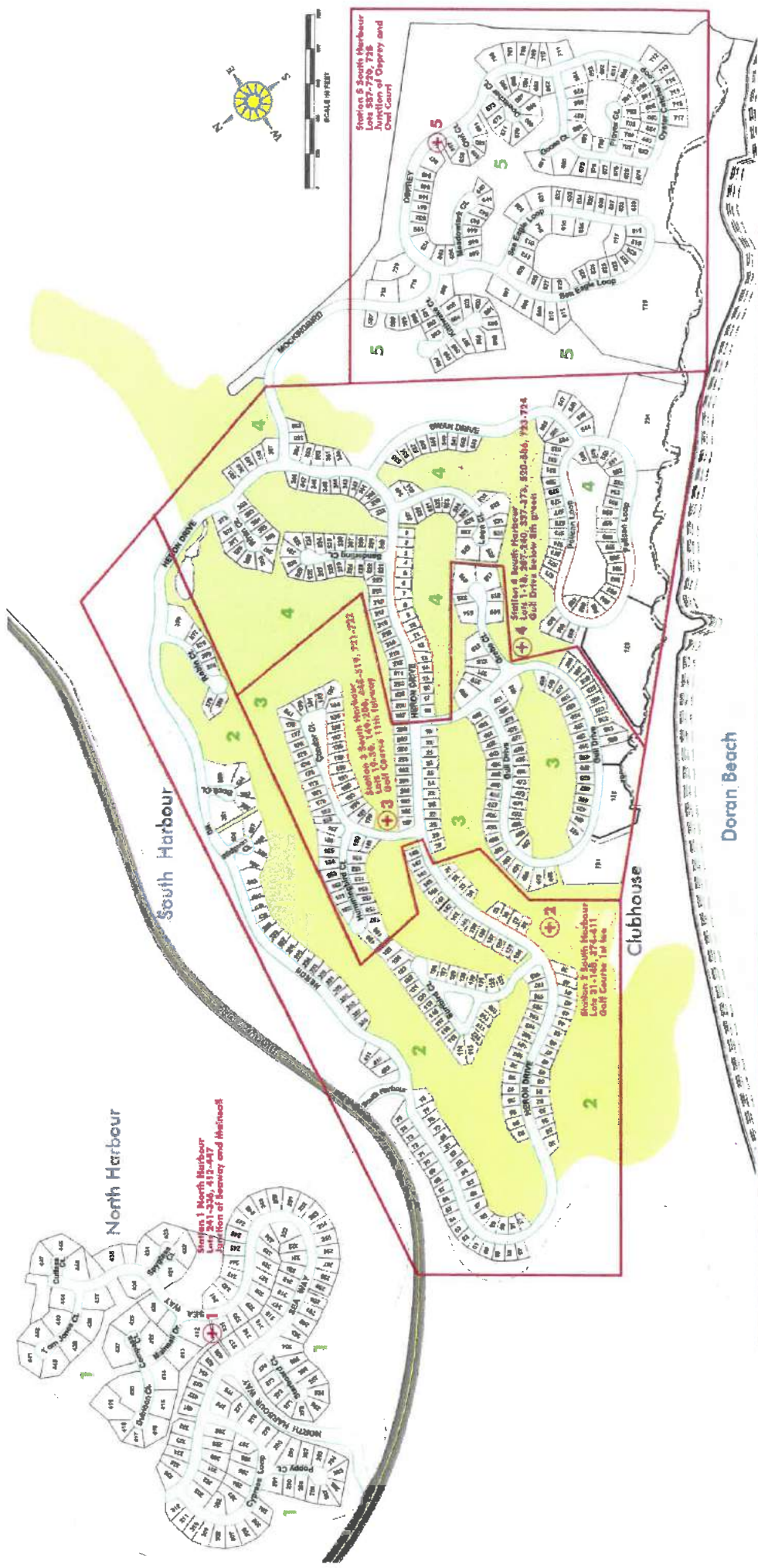
### Special points of interest:

#### Equipment Distribution Program

The California Telecommunications Access Program (CTAP) offers free specialized phones including: amplified phones, text telephone (TTY), Voice Carry Over (VCO) phones, Captioned Telephones and other equipment to eligible individuals in California who are deaf, deaf-blind, hard of hearing, have difficulty speaking, or a cognitive disability. For more information you can visit <http://ddtp.cpuc.ca.gov> or call 800-806-1191 (voice) or 800-806-4474 (TTY).

**Emergency Calls: Please note that 711 is only to be used to reach California Relay. In an EMERGENCY you should continue to use 911.** For emergencies, call 911 or your local emergency service TTY number

directly, without using relay. The Americans with Disabilities Act (ADA) requires that 911 centers have a TTY and be prepared to handle emergency calls placed in this manner. California Relay will make every effort to assist you in an emergency. However, it is important to understand that relay centers are not 911 centers and do not assume responsibility for emergency calls.



<b>Sonoma County Information</b>	<b>Emergency Services</b>	<b>707.565.1152</b>
	<b>911 Emergency Only!</b>	<b>911</b>
	<b>Public Information Hotline</b>	<b>707.565.3856</b>
	<b>Sheriff's Department</b>	<b>707.565.2511</b>
	<b>Public Health Hotline</b>	<b>707.565.4477</b>
	<b>Red Cross</b>	<b>707.577.7600</b>
	<b>Poison Control</b>	<b>800.876.4766</b>
	<b>Bodega Harbour Telephones</b>	<b>707.875.3519</b>
	<b>Administrative Office</b>	<b>707.875.3758</b>
	<b>Security</b>	<b>707.490.4450</b>
	<b>Security Cell Phone</b>	<b>707.875.2374</b>
	<b>Security Radio Phone</b>	<b>707.875.2374</b>
<b>Television Emergency Information</b>	<b>KFTY Ch50</b>	
	<b>KRTVU Ch2</b>	
	<b>NBC11 Ch3</b>	
	<b>KRON Ch4</b>	
	<b>KPIX Ch5</b>	
	<b>AGO Ch7</b>	
<b>Radio Emergency Information</b>	<b>KQST 100.1 FM</b>	
	<b>KSRQ AM 1350</b>	
	<b>KCBS AM 740</b>	
	<b>KBBF 89.1 FM for Spanish</b>	
<b>Propane Shut Off</b>	<p>Propane tanks have a shut off valve typically on top of the tank. Turn the valve clockwise to close it. Do not shut off your propane unless there is a leak.</p> <p>If you smell gas, put out all smoking materials and other flames such as pilot lights. Do not operate a light switch, telephones, cigarette lighter, appliance or thermostat. Any spark can ignite gas. Get everyone out of the building immediately. A gas leak is a significant threat to life, property and surrounding property.</p> <p><b>DO NOT</b> turn on the gas after it has been shut off. This should be done by your gas company.</p>	

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**Links at Bodega Harbour**



# Bodega Harbour



## *The Links at Bodega Harbour*

The Golf Course and Golf Shop are open for use by BHHA members, authorized guests and the general public. For online information visit our website at [www.bodegaharbourgolf.com](http://www.bodegaharbourgolf.com).

The snack bar is next to the Golf Shop and the hours of operation are the same as the Golf Shop. Members and guests do not receive discounts from the snack bar. The snack bar sells drinks, including beer and wine, pre-made sandwiches, hot dogs and other snacks.

### *Golf Shop and Snack Bar Hours of Operation:*

#### April 1<sup>st</sup> thru October 31<sup>st</sup>

Sunday – Thursday	6:30 a.m. until 6:00 p.m.
Friday & Saturday	6:30 a.m. until 6:00 p.m.

#### November 1<sup>st</sup> thru March 31<sup>st</sup>

Sunday – Thursday	6:30 a.m. until 5:00 p.m.
Friday & Saturday	6:30 a.m. until 5:00 p.m.

Special schedules apply to Thanksgiving, Christmas and New Year's Day

*Warm-Up Center Hours:* 7:00 a.m. until 1 hour before Golf Shop closing year round

*Cayman Range Area:* 7:00 a.m. until 5:00 p.m. year round

*Practice Greens:* Sun-up until sun-down year round

### **Reserved Starting Time Policy**

Tee time reservations are taken year-round during the current month plus sixty days in advance for all forms of play (member, guest and public). Advance reservations are required for play on the course at all time.

Please identify yourself as a BHHA member when making tee time reservations. All tee times must be secured in the following manner:

BHHA Member/Guest – BHHA Parcel Number

**RESERVED TEE TIME CANCELLATION AND NO-SHOW POLICY: (707) 875 3519  
MEMBERS ONLY**

Thursday, January 10, 2019

All advance reservations for tee times at *The Links at Bodega Harbour* must be secured in the following manner:

Member/Guest Play: Number of Players  
Player's Name(s)  
Parcel Number

All players are informed of the 24-hour cancellation policy by the phone system at the time when reservations are made or by the staff if reservations are made at the counter in the Golf Shop.

BHHA Member/Guest "No Shows" are handled in the following four-step process:

1. Phone call/letter of record to the member advising them of the "no show" on record – no financial charge
2. For a second occurrence, a phone call/letter of record to the member advising them of the "no show" on record - all fees charged at the applicable Guest Rates without golf cars for the day in question. Gift certificates are sent to the member in the appropriate amount for use on future date.
3. For a third occurrence, a phone call/letter of record to the member advising them of the "no show" on record - all fees charged at the applicable Guest Rates without golf cars for the day in question. No gift certificates are issued at this level.
4. For a fourth occurrence, step 3 is enforced and the member in violation is referred to the Board of Directors for consideration of suspension of advance reservation privileges.

### **Tee Time Windows**

Tee times are not allowed to be reserved before 7:30 a.m. at any time during the year. Tee times are reserved for Members only after 4:00 p.m. during Daylight Savings Times and after 3:00 p.m. during Standard Time.

9 hole play is allowed on the Back 9 between hours 7:30 a.m. and 8:00 a.m. daily and on the Front 9 after peak hours of play. Inquire at the Golf Shop for specific times during the year. Tee times must be made in the same fashion as 18 hole rounds. Back 9 play after 8:00 a.m. is available only at the discretion of the Golf Shop staff member on duty.

### **BHHA Member Green Fees and Annual Play Pass Policy**

BHHA members and their guest are entitled to special rates and programs when using *The Links at Bodega Harbour*. Members must present a valid BHHA membership card for initial identification at the Golf Shop in order to obtain the member rates for green fees or Annual Passes for the golf course.

Memberships are non-transferable. BHHA membership cards are not to be given/loaned to guests/family unless they are listed on the property title.

- ◇ All owners on the title of the property are considered members and are entitled to full membership privileges. Membership ID cards are issued by the BHHA Administration.

- ◇ Family members of BHHA members are entitled to full membership privileges if they are under the age of 21 and living at home or if listed in the title of the property as owner.
- ◇ Relatives of BHHA owners or family members above the age of 21 are considered guests
- ◇ Long-Term Renters may be extended member privileges at BHHA if they are renting a home in the development for a period of six months or longer. A copy of the lease agreement must be on file with the Administration office. A Long-Term Renter ID card is issued to all renters with a lease extended over six months. This card must be presented to the Golf Shop in order for these individuals to receive member rates on the golf course.

**Member Green Fee Rates and Programs:**

Weekday	9 Holes	\$10	18 Holes	\$20
Weekend & Holiday	9 Holes	\$17.50	18 Holes	\$35

- ◇ Member Golf Car Rental is on a Per Round/ Per Person Basis

**Annual Passes:**

- ◇ \$500 – Per Player *Monday thru Friday* – Some Restrictions
- ◇ \$500 – Per Player *Friday, Saturday & Sunday* – Some Restrictions
- ◇ \$700 – Per Player *Unlimited* – No Restrictions

Annual Passes may be purchased any time beginning July 1<sup>st</sup> throughout the fiscal year. They are valid from the date of purchase through the end of each fiscal year (June 30<sup>th</sup>). Annual Passes are not prorated at any time.

Members purchasing Annual Passes are issued an Annual Pass ID card for the year. Members playing golf on Annual Passes must register by phone or in person through the Golf Shop before teeing off.

Members with Annual Passes are entitled to the following tee time privileges throughout the year:

- ◇ Unlimited Play Pass            No Restrictions, Golf Anytime
  
- ◇ Weekday Pass                    Independence Day  
     Labor Day  
     New Year's Day  
     President's Day  
     Memorial Day  
     Columbus Day  
     Thanksgiving  
     Friday Following Thanksgiving

**Tee Time Reservations – 875-3539 MEMBERS ONLY**

Tee times are taken during the current month plus 60 days in advance. Members must let the Golf Shop know how many members and/or guests are in their group and secure their reservation

with their member/parcel number. Cancellation policy is 24 hours in advance of your scheduled tee time.

### **Guest Registration Policy**

Individuals accompanied by or introduced by BHHA members are entitled to "Guest Rates" at *The Links at Bodega Harbour*. Members must make tee times for their guests and secure these times with their member/parcel number to identify themselves as well as their guests.

#### Limited Number of Guests per Membership:

Members may host a maximum of 7/8 guests (2 foursomes) on weekdays.  
Members may host a maximum of 3/4 guests (1 foursome) on weekends and holidays.

Additional individuals within a group sponsored by a BHHA member are charged the appropriate regular Public Rate.

A membership may not sponsor more than the limited number of guests.

#### Guest Green Fee Rates:

(also applies to members without annual passes)

Weekday	9 Holes	\$12.50	18 Holes	\$25.00
Weekend	9 Holes	\$25.00	18 Holes	\$50.00

Guest Green Fees are good for all day play.

Golf Car Fees:	9 Holes	\$10.00 (per rider)	18 Holes	\$15.00 (per rider)
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Golf Car Rental is charged per round.

### **Dress Code Rules**

It is the objective of *The Links at Bodega Harbour* to have all golfing patrons present themselves in a neatly-attired manner so that their presence on the course will blend in with the quality and atmosphere of the surrounding community. Proper golf attire is required while playing golf or practicing at *The Links at Bodega Harbour*. This consists of:

- ◇ Collared shirts for men
- ◇ Neatly tailored slacks/jeans
- ◇ Medium-length pleated front golf shorts
- ◇ Turtleneck shirts, sweaters

Clothing not permitted is as follows:

- ◇ T-shirts or tank tops
- ◇ Faded, dirty, torn, scruffy-appearing jeans
- ◇ Sweatpants
- ◇ Running shorts
- ◇ Tennis shorts
- ◇ Swim wear

## **Golf Car**

No one under 16 years of age may operate or rent a golf car. Children under the age of 7 are not allowed to ride in golf cars. All course rules and regulations must be observed when operating a golf car. During wet weather conditions, golf cars may be restricted on the course at the discretion of the greens superintendent.

## **Private Golf Car Policy**

The following guidelines apply to all privately-owned golf cars at *The Links at Bodega Harbour*.

1. Private golf cars may only be owned and operated by members of *The Links at Bodega Harbour* residing at their property. Private golf cars are not available to owners whose homes are used as rentals or individuals who are renting or leasing property in the Harbour.
2. Owners wishing to purchase private golf cars must first submit the appropriate Private Golf Car application form to the Director of Golf for approval.
3. Owners are subject to Annual Trail Fees of \$400 for their golf cars. Failure to renew such on time may result in the cancellation of Private Golf Car privileges.
4. Use and ownership of private golf car privileges is non-transferable.
5. A limited number of private golf cars are allowed by BHHA. The number of private golf cars is determined to be that which is equal to 50% of the rental fleet operated by BHHA.

Current limit for private golf cars = 30.

## **Course Closure**

At times, inclement weather or saturated ground conditions may deem it necessary to close the course to play. This decision can only be made by the Course Superintendent or the Director of Golf.

In the event the course is closed, no one is allowed to play. "Course Closed" signs are posted at the 1<sup>st</sup> and 10<sup>th</sup> tees.

## **Golf Course Rules**

### Golf Course

- ◇ All players must register by phone or in person in the Golf Shop before beginning their round.
- ◇ Every player must have their own set of clubs.
- ◇ No ice chests are allowed in the golf course.



- ◇ No fivesomes are allowed
- ◇ Power golf cars must remain on paved paths on all par 3's and holes 4&5.
- ◇ Pull golf cars must remain 30 feet from greens.
- ◇ Non-golfers accompanying players riding a golf car must remain in or near the vehicle at all times (exceptions are hole 16 & 17).
- ◇ Golf cars may not be rented or operated by anyone under 16 years of age without a valid driver's license.
- ◇ Children under 7 years of age are not allowed to ride in a golf car, unless they are a registered golfer with their own set of clubs.
- ◇ Spectators must be 7 years of age or older to ride in a golf car.
- ◇ Players are prohibited from entering the marsh on holes 16 thru 18 as well as the cow pasture on hole 5 to search for golf balls. Players caught doing so forfeit playing privileges on the course.
- ◇ Searching for golf balls on or near the course, except during a round, is prohibited and enforced by course marshals and security personnel.
- ◇ Concentrated practice on the course is not permitted.
- ◇ BHHA members may practice in a play-like manner providing they do not delay play.
- ◇ Golf car paths are limited to use by golfers and golf course equipment at all times.
- ◇ Foursome play has priority and position on the course at all times.
- ◇ Pets are prohibited from the course at all times unless they are service animals.
- ◇ Players are prohibited from entering yards of homes surrounding the golf course in search of golf balls. Players caught doing so forfeit privileges on the course.

#### Slow Play

- ◇ Slow play is not allowed.
- ◇ All play shall be directed to a goal of 4 ½ hours or less on a daily basis.
- ◇ All players must remain within 1 shot of the preceding group.
- ◇ Novice or beginning players are encouraged to avoid peak times on the course. Check with the Golf Shop for assistance in this area.
- ◇ Players must abide by and support the efforts/instructions of the Play Directors.
- ◇ Players unable/unwilling to conform will be removed from the course.

#### Property Damage

- ◇ Players are liable for all broken windows and/or property damage caused by errant golf shots.
- ◇ All incidents are to be reported to the Golf Shop and documented on an Incident Report Form.
- ◇ Players may not enter private property around the course to retrieve errant golf balls.

### Warm-Up Center

- ◇ Use is complimentary to all registered golfers prior to their round.
- ◇ Use is complimentary to BHHA member and guests not registered as players during non-peak activity periods.
- ◇ Balls are to be hit off of mats only.
- ◇ Limit of 12 balls per player while others are waiting.
- ◇ Do not retrieve golf balls.
- ◇ Be aware of other players around you.
- ◇ Remember your tee time.
- ◇ Individuals caught removing golf balls will be removed from BHHA facilities.
- ◇ *The Links at Bodega Harbour* dress code applies to all users.
- ◇ Facility hours are 7:00 a.m. to 1 hour before closing of the Golf Shop year-round.

### Cayman Range

- ◇ Cayman golf balls may only be used in this limited ball flight area.
- ◇ All users must pre-register in the Golf Shop.
- ◇ Use limited to BHHA members only.
- ◇ Use of standard regulation golf balls is prohibited.
- ◇ Limited to 2 users at all times.
- ◇ Cayman Balls provided free of charge by the Golf Shop.
- ◇ No use after 6:00 p.m.

### Practice Greens

- ◇ Practice greens at the 1<sup>st</sup> tee are available for use by any individual.
- ◇ Proper care and conduct must be used.
- ◇ *The Links at Bodega Harbour* dress code applies to all users
- ◇ Facility hours are sun-up to sun-down throughout the year.

### Irrigation Water

- ◇ The golf course is irrigated with effluent water - DO NOT DRINK!

**7**

**Bluewater Bistro &  
Yacht Club**



*Bluewater  
Bistro*  
*at Bodega Harbour*

The Clubhouse is home to the community's own restaurant offering a variety of services to the members as well as the public.

**Hours of Operation:**

Breakfast	8:30 AM - 11:00AM	<i>Saturday</i>
Breakfast:	8:30 AM - 2:00PM	<i>Sunday</i>
Lunch	11:00AM - 4:00PM	<i>Daily</i>
Dinner	5:00PM - 9:00PM	<i>Thursday, Friday, &amp; Saturday</i>
Happy Hour	3:00 PM - 5:00PM	<i>Daily (Beverages)</i>

*The Bluewater Bistro* is closed **Christmas Day**.

(Members are entitled to a 10% discount at the restaurant.)

In addition to this regular service, special club events are held each month. To keep current on special events and *Bluewater Bistro* happenings, check our monthly newsletter, *The Harbour Tidings* and view the website: [www.bluewaterbistrobb.com](http://www.bluewaterbistrobb.com).

If you, your family or friends are planning a special party, event or business meeting, make *Bluewater Bistro* your first choice.

Contact the Director of Beverage and Hospitality at 707.875.3519 ext. 400 for catering and in-house food and beverage packages specific to your needs.

*Bon Appetite!*

## BOTTLES & CANS

- Pliny the Elder** 8  
Russian River Brewery, Santa Rosa
- Thru the Haze IPA** 5.5  
Bear Republic, Rohnert Park
- Great White** 5.25  
Lost Coast Brewery, Eureka
- Drake's Hefeweizen** 5.25  
San Leandro (V)
- Stella Artois** 5.25  
(M)
- Guinness Draught** 6  
(M)
- Corona** 5  
(M)
- Bud/Bud Light** 5  
(M)
- White Claw (Black Cherry)** 6  
Spiked Sparkling Water (GF/M)

## DESSERTS

- Flourless Chocolate Cake** 9  
Dense, rich, & heavenly. Drizzled with a berry sauce & accompanied with whipped cream
- New York Style Cheesecake** 9  
Served with raspberry coulis, whipped cream, topped with mixed berries
- GF = Gluten Free V = Vegan

## SONOMA COUNTY BOTTLE WINE

- Balletto Brut Rosé** 48
- Roederer Estate Brut** 42
- Kelley & Young Sauvignon Blanc** 42
- Preston Sauvignon Blanc** 42
- Balletto Chardonnay** 52
- Hook & Ladder Chardonnay** 40
- Saini Vineyards Old Vine "Olive Block" Zinfandel** 49
- Balletto Pinot Noir** 56
- Boheme English Hill Pinot Noir** 56
- Hook & Ladder Cabernet** 50
- Selby Cabernet 2014** 65
- Trecini Barbera d'Asti 2014** 40

Ask about our bottles we have on sale in our cellar!

Please drink responsibly  
Subject to availability

OPEN TO GO EVERYDAY AT NOON

# BLUEWATER BISTRO

## 707-875-3513

BLUEWATERBISTROBB.COM

DELIVERY HOURS  
THURS-SAT 3P-8P  
SUN 12P-5P

21301 HERON DRIVE, BODEGA BAY



## STARTERS

### West County Fried Chicken

House made jalapeno crema & chipotle dip. 12

### Chicken Pot Stickers

Dumplings filled with ground chicken & vegetables with sesame soy dipping sauce. 8

### Grilled Asparagus

Fresh grilled with balsamic reduction & shredded parmesan. 8

### Classic Quesadilla

Jack-cheddar blend, pico de gallo, & smoky chipotle aioli. 9  
Add Chicken 4 Shrimp 6

### Bodega Bay Clam Chowder

Award winning New England style. 6 cup 9 bowl

**CALL FOR CURBSIDE TAKE OUT DURING ALL REGULAR BUSINESS HOURS**

## FAVORITES

### Bistro Burger

8oz Angus beef patty with accoutrement & choice of cheese. Option to sub grilled chicken. 15  
Add Applewood smoked bacon 1 Avocado 2

### Fish & Chips

Fresh beer battered & panko breaded rock cod, with fries, coleslaw & tartar sauce. 15

### Fish Tacos

Grilled or battered rock cod on corn tortillas, Napa cabbage, smoky chipotle aioli, mango salsa & pickled red onions with fries or green salad. 14

### Avocado Tacos

Lightly fried avocado with Napa cabbage, smoky chipotle aioli, pickled red onions, and pico. Choice of fries or side salad. 13

### KC Pulled Pork Sandwich

House slow-cooked pork shoulder with Kansas City style BBQ sauce, slaw, fries, & a pickle. 15

### Chicken Tender Basket

With fries and cole slaw. 13

### BLT

Served on sourdough. 11  
Add Cheese 1 Add Fried Egg or Avocado 2

### Veggie Enchiladas

Three corn tortillas with roasted sweet potato, black bean, spinach, and caramelized onions. Topped with Toasted Sesame seeds. (GF/V) 16

**DELIVERY TIMES  
3P-8P THURS-SAT  
12P-5P SUNDAY**

**JOIN OUR FACEBOOK PAGE FOR UPDATES**

## PASTA

### Blackened Alfredo

Blackened chicken breast or shrimp over pasta in a dirty alfredo sauce with vegetable of the moment. Served with garlic bread. 18  
Chicken 18 Shrimp 20

### Chow Mein

Stir-fried noodles with cabbage, carrots, celery, onions, and seasoning. 16  
Chicken 16 Shrimp Combo 20

## BEEF FRANK

Served with fries or side salad.

### Chili Cheese with Diced Onions

11

### The Ken Dog - Sweet Relish, Diced Onions, Dijon

10

### KC Dog - Sauerkraut, Dijon, & Swiss

10

## 11" THIN CRUST PIZZA

### Classic Cheese with Marinara Sauce

15

### Asparagus & Mushroom Pizza with Garlic and Olive Oil

18

### Capicola with Fire Roasted Red Bell Peppers, Sautéed Onions, and Marinara

18

### Pizza of the Day

MKT

### Extra Topping

Veggie/Cheese 1 Protein 2

## ADD A SIDE

### French Fries

6

### Garlic Fries

7

### Coleslaw

3

### Chef's Choice of Vegetables

5

## SALADS

### Beef & Goat Cheese Salad

Half 8 Full 11  
Mesclun, Roasted beets, crumbled Chèvre, toasted almonds, honey dijon vinaigrette. Add Chicken 4 Shrimp 6

### Cobb Salad

Half 8 Full 11  
With avocado, bacon, cherry tomatoes, blue cheese crumbles, & hard boiled egg. Add Chicken 4 Shrimp 6

### Caesar Salad

Half 7 Full 9  
Romaine with house made croutons & parmesan. Add Chicken 4 Shrimp 6

### House Salad

7  
Spring mix, carrots, cucumbers and cherry tomatoes. Comes with balsamic dressing. Add Chicken 4 Shrimp 6

**BODEGA HARBOUR HOMEOWNERS' ASSOCIATION**  
P. O. Box 368, Bodega Bay, CA 94923  
**(707) 875-3519 ext. 400 (707)875-9680 fax**  
Yacht Club located at 565 Smith Brothers Road.

**Yacht Club Facility Rental Agreement**

The Bodega Harbour Homeowners' Association (BHHA) Yacht Club facilities are requested for use under the terms and conditions set forth in this agreement.

---

Name of Renter: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Function: \_\_\_\_\_  
Estimated # of People: \_\_\_\_\_  
Day and Date of Function: \_\_\_\_\_  
Time Function Starts: \_\_\_\_\_ Time Function Ends: \_\_\_\_\_  
Charges: \_\_\_\_\_

Deposit: Full rental fee \_\_\_\_\_ Date Received: \_\_\_\_\_  
Yacht Club Rental Fee: \$750.00  
Cleaning Fee: \$300

**TERMS OF AGREEMENT**

Renters must provide BHHA with a "Certificate of Insurance" for liability insurance in the amount of, and not less than, \$1,000,000 for the period the facility is rented. BHHA must be named as additional insured, certificate holder on certificate issued to BHHA. If you have a homeowners' or renters' package, your insurance agent can usually write an endorsement to meet our requirements.

**Charges:**

- 100 % of facility charges are due at the time of booking including the required cleaning fee.
- If applicable, 90% of Food & Beverage estimated charges are due thirty (30) days prior to the date of the event.

If you choose to provide a credit card for your file, by signing this agreement you are authorizing Bodega Harbour to charge any remaining balance at the conclusion of the event to the credit card on file. Please discuss other payment arrangements with the General Manager. Initial \_\_\_\_\_

No beverage, including beer and liquor, or food of any kind will be permitted to be brought into the Yacht Club by the renter. The only exception is food and beverage delivered or prepared by the renter's hired catering service, or wine/champagne and wedding cakes, if BHHA approves the

use of The Bluewater Bistro for catering services, in which case the Association reserves the right to charge for the service of such.

Fees for services are as follows (these fees only apply if BHHA approves use of The Bluewater Bistro. These fees do not apply when outsourced catering is used):

- **Bar Set-up-** \$100.00 each (1 required for every 75 guests)
- **Corkage-** \$20 per bottle (750ml)
- **Cake Service-** \$1.50 per person  
(Please NOTE: The Bodega Harbour Yacht Club staff CAN NOT be responsible for moving or setting up Wedding Cakes. Your cake will need to be set-up in its permanent location prior to your event and will only be moved when it's taken apart to cut.)
- **Service Charge/Staffing Fee-** 20% of the catering cost
- **Yacht Club Rental Fee-** \$2500.00 for 5 hours (includes set-up and take down of tables and chairs, and clean-up by BHHA staff) Dining Tables for up to 140, 140 chairs and 1 bar. Linens for tables (white) will be provided for the event only if BHHA approves the use of The Bluewater Bistro for catering services. Any additional items can be rented, and renter will be charged a rental fee established by BHHA.
- **Cleaning Fee-** \$300.00 required cleaning fee to thoroughly clean the facility after each event including carpets, windows, floors and any necessary additional cleaning caused by normal usage.
- **Food and Beverage-** Renter is solely responsible to outsource the food and/or beverage caterer/catering services for their event. The Bluewater Bistro will not be the caterer or provide catering services for the event. The Bluewater Bistro may only be used as the catering service for an event if: (i) the renter requests, in writing, to utilize The Bluewater Bistro for catering services at least 90 days in advance of the scheduled event, and (ii) the BHHA approves, in writing and in advance, the use of The Bluewater Bistro for catering services, at its sole discretion. There is no obligation for BHHA to approve use of The Bluewater Bistro for catering services at any event. If BHHA approves use of The Bluewater Bistro for catering services, the above fees apply.
- If the Bluewater Bistro is approved for catering services, your menu selections must be finalized at least 30 days prior to the date of your event. At this time, the Catering Coordinator will issue you an Event Order to approve, sign and return in agreement with your final menu selections. Your final head count must be given 14 days prior to the event. At this time, your guest count may not decrease, and you will be responsible for payment based on your minimum head count. If your count increases and we can still accommodate your attendance, you will be charged for the additional guests and asked to approve the count during your event.
- At least 10 days prior to the event, Renter must provide BHHA with a copy of the California business license for the catering service and the catering service's Certificate of Insurance AND Additional Insured Endorsement, naming the Bodega Harbour Homeowners' Association as additional insured, on the catering service's liability and automobile policies. The caterer must maintain liability coverage in the amount of at least \$1,000,000.00 for the duration of the event. Failure to timely provide this information may result in BHHA canceling the event, at Renter's sole cost.

\*\*\*Please note\*\*\* Final arrangements regarding ANY event details must be made 14 days prior to the event and cannot be changed. Any changes made after this point will result in a \$100 charge per change.

Initial \_\_\_\_\_



## **CANCELLATIONS**

In the case of a cancellation, BHHA must be notified at least sixty (60) days prior to date of the event for a refund to be issued. Refund will be issued for 50% of the total rental fees. In the event of a cancellation with less than sixty (60) days' notice, all funds will be retained, and any additional charges will apply and will be charged to the credit card on file with the BHHA.

BHHA reserves the right to collect any additional amounts necessary to restore the premises to the condition in which they were found prior to the rental period. It is also agreed that the Association Manager or any other elected Association Official or staff member may at any time terminate any group's activities or use of the facilities for conduct that is deemed undesirable or improper and contrary to the rules and regulations for use of said facilities.

\* Homeowner Events ONLY: Cancellations must be received within thirty (30) days of the date of event for a full refund to be issued. Exceptions may be made by the General manager on a case by case base.

## **RENTER LIABILITY**

Renter shall be liable for any and all damage or loss to the facilities caused or contributed to by Renters or Renter's employees, contractors, guests, and invitees. Renter shall indemnify BHHA from all such damage and losses and from all damages, costs, and expenses resulting from any breach of the terms and conditions set forth in this agreement.

Renter agrees that BHHA shall not be liable for any loss or damage to Renter's "personal property" or injury to Renter's employees, guests, invitees, or participants, from any cause whatsoever. Renter agrees and covenants to indemnify, defend and hold harmless BHHA from any and all claims, demands, losses, expenses, liabilities, and damages arising from the use of the Yacht Club and the related facilities by Renter and Renter's employees, contractors, guests, invitees, and participants, including without limitation, any claims arising out of the furnishing of alcoholic beverages.

Renter shall, at Renter's sole cost and expense, at all times comply with, and cause its employees, contractors, guests, invitees and participants to comply with all local, state, and federal laws, ordinances, rules, regulations, and requirements pertaining to Renter's occupancy and use of the Yacht Club facilities, Renter shall indemnify, defend and hold BHHA harmless from any failure of Renter or Renter's employees, contractors, personnel, guests, invitees and participants to comply to such laws.

Renters are liable, and may be held financially responsible, for the actions of their outside labor (caterers, entertainers, bartenders, waitresses, etc.) while in their employ. Outside labor must be authorized access by, greeted at arrival by, and continuously supervised by the Renter. Caterers must be approved by BHHA and will be considered on a case by case basis.

In any action to enforce the terms of this agreement, the prevailing party shall be entitled to an

award of reasonable attorney's fees and litigation expenses in addition to other relief.

BHHA reserves for itself and its agents and employees, the right to enter the Yacht Club at any time without notice to Renter for the purposes of inspecting and insuring compliance with the terms of this agreement.

The right to use the facility shall be solely for the purpose of conducting the function described above and only on the dates during the times described herein.

**FACILITY AGREEMENT DETAILS**

**SET-UP:** Arrangements may be made with the General Manager to obtain access to the Yacht Club, if available on the morning of the use date if needed to set-up decorations. BHHA staff will open the facility and close facility after the event. Rental of the facility includes the use of the tables and chairs only. Any decorations, including candles, frames, and place cards, are the Renter's responsibility. If these items are left behind, an additional cleaning fee of \$100 will be billed to the renter. Use of the building other than on the date reserved will result in a fine of \$1,000. Initial \_\_\_\_\_

**DECORATIONS:** The interior of the facility may be decorated at the discretion of the renter subject to the following restrictions: **NO NAILS, TACKS, OR GLUE** will be used on the walls, fixtures, furniture, or appliances. In all cases, however, all tape, string or other material used will be removed at the time of clean up by the Renter. It is the Renters responsibility to leave the Yacht Club in the same condition as it was prior to the event.

The usage of real rose petals is not allowed inside the Yacht Club on the floor. Silk petals are not allowed on the beach. A fee of \$200 will be charged for each incident as needed for cleanup of such petals. Initial \_\_\_\_\_

**CANDLES:** The use of open candles is **STRICTLY PROHIBITED**. Votive or hurricane type candleholders are acceptable as long as the flame height does not exceed the top of the glass holder.

**EVENT TIME:** The \$2500.00 facility fee for events is for 5 hours only. Additional hours are \$250 per hour not to exceed 8 hours total and must be approved prior to the event date by the General Manager.

**Use of Facility Rules**

The fireplace is gas and will not be turned on during your event unless requested otherwise.

Furniture, supplies, etc. must not be stacked or piled against walls, woodwork or door. No furniture (including cocktail tables) will be taken or used outside.

The bar at the Yacht Club will remain in its position in front of the kitchen door at all times.

Authority is reserved for the staff members of BHHA to apply and enforce other such conditions of use as would be deemed appropriate in their judgment for the preservation and well-being of the

facility.

Rice, as used at weddings, is expressly forbidden in or about the facility and parking areas. Birdseed may be used ONLY OUTSIDE of the building. Non-adherence to these rules will result in a \$200.00 additional charge. Additionally, no fireworks of any kind, including sparklers or confetti cannons are allowed anywhere on the property. A fee of \$200 will be charged if you do not comply with this rule. Initial \_\_\_\_\_

A \$25.00 fee will be charged for all returned checks or declined credit cards.

Under no circumstances shall the number of occupants exceed the maximum posted number (200) allowed by the Fire Marshall. This number includes BHHA staff.

Use of any illegal substance is prohibited and may be cause for termination of the function and law enforcement will be contacted.

The Yacht Club restroom(s), or restroom, pool area and locker room facilities at The Links at Bodega Harbour are not to be used as bridal party prep areas. The locker room is not available at anytime unless you are a registered golfer. Any non-adherence to this rule will result in a \$100 per person in locker room facility. Initial \_\_\_\_\_

Guests attending functions at the Yacht Club MUST NOT PARK their cars in the Post Office parking lot. Cars can be parked on Smith Brothers Road if the Yacht Club parking lot is full.

Having read and understood the contents of this agreement, including the use of facility rules outlined in this document, the undersigned hereby agrees to abide by and to be personally liable for compliance with each of its terms and conditions.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of General Manager



Dear Bodega Harbour Property Owner:

As part of our process to ensure our records are correct, your desired billing is recorded, and to avoid confusion during an emergency, we require the following:

PARCEL# \_\_\_\_\_ OWNER'S NAME (s) \_\_\_\_\_

BHHA STREET ADDRESS:

MAILING ADDRESS:

PRIMARY PHONE \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_ For Billing \_\_\_\_\_, For  
Member List \_\_\_\_\_, For Both \_\_\_\_\_

EMAIL \_\_\_\_\_ For Billing \_\_\_\_\_, For  
Member List \_\_\_\_\_, For Both \_\_\_\_\_

EMERGENCY CONTACT:

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

**Assessment Billing and other charges preference:**

MAIL \_\_\_\_\_ EMAIL \_\_\_\_\_ BOTH \_\_\_\_\_ ACH AUTHORIZATION \_\_\_\_\_  
(See Attached)

The Davis/Stirling Act requires HOAs to maintain a member list, and to make the list available upon a member's appropriate request (Link: <https://www.davis-stirling.com/HOME/Membership-Lists>).

**Please check your preference below:**

I wish to opt out of Member List \_\_\_\_\_ Include me on the Member List \_\_\_\_\_  
(By leaving blank, you will automatically be included on the list.)

Please complete and submit via email at [bhadmin@kempersports.com](mailto:bhadmin@kempersports.com) or mail to:

Bodega Harbour Homeowner's Association  
PO Box 368  
Bodega Bay, CA 94923

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date