

**Woodside East Homeowners Association (WEHA)
License Agreement Procedures**

- 1) Owner requests application for License Area.
- 2) PacRim sends Owner:
 - a) License Application.
 - b) License Guidelines.
 - c) Copy of blank License Agreement.
- 3) Owner sends PacRim completed application w/as-built. PacRim or Penney may supply Owner with as-built from existing files.
- 4) PacRim requests Penney to verify License Area.
- 5) Penney measures and calculates License Area from as-built. Notifies PacRim of findings.
- 6) WEHA BOD reviews/approves application.
- 7) PacRim or Penney prepares License Agreement and sends to Owner.
- 8) Owner submits signed License Agreement to PacRim.
- 9) PacRim submits signed License Agreement to WEHA President or appropriate officer for signature. Fully executed License Agreement returned to PacRim.
- 10) PacRim returns copy of fully executed License Agreement to Owner with statement for pro rata License Fee. PacRim informs Owner License Area corners will be posted after payment received. Once corners posted, Owner may proceed to relocate/install fence.
- 11) PacRim notifies Penney who posts corners. PacRim or Penney alerts Owner corners have been posted.
- 12) Owner relocates/installs and paints fence. Notifies PacRim upon completion.
- 13) Penney verifies location and painting of new/relocated fence. Notifies PacRim.
- 14) PacRim bills Owner annually for License Fee with annual dues.