# CROWN VALLEY HIGHLANDS COMMUNITY ASSOCIATION Home Improvement Application

### REQUEST FOR ARCHITECTURAL/LANDSCAPE CHANGE APPROVAL

### **Architectural Control Committee**

c/o Huntington West Properties, Inc. P.O. Box 1098 Westminster, CA. 92684-1098

OWNER:		
ADDRESS:		
PHONE:( )(HOME)	(WORK)	
DESCRIPTION OF WORK ANTICIPATED	<u>):</u>	
PROPOSED: START DATE	COMPLETION DATE	

Please include the following with your plans:

- 1. Description and specifications of all improvements including photos and or brochures.
- 2. Color schemes for improvements, i.e., paint chips for house, fence, etc.
- 3. Plot plan with critical dimensions of improvements proposed with regard to unit.
- 4. Detailed drawings (architectural blue prints as necessary) for any proposed changes/additions including elevations. Plans must be accurate and note the scale in the legend.
- 5. Include two (2) copies of plans and (1) copy of the Neighbor Awareness Statement with completed Home Improvement Application.
- 6. Show means of drainage for your unit after improvements.

**PLEASE NOTE** that plans that are approved are not to be considered authorization to change the original plans as designed by the developer and approved by the County of Orange. The review is intended to consider aesthetic appearance. Owner may also need to acquire city permits for any possible structural changes.

#### **NEIGHBOR AWARENESS**

Neighbor's approval is not a condition to plans being approved by the Architectural Committee; however, the intent is to advise the neighbors who own property within 100 feet of the property to be improved or altered of the proposed improvements or alterations. **Failure to obtain these signatures could delay approval**. Neighbors who would like to make comments to the association regarding the proposed improvements should direct comments within **three days** of having seen this application to the following:

#### Mail comments to:

CROWN VALLEY HIGHLANDS COMMUNITY ASSOCIATION C/O Huntington West Properties, Inc. P.O. Box 1098 Westminster, Ca. 92684

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### CROWN VALLEY HIGHLANDS COMMUNITY ASSOCIATION **Home Improvement Application**

By signing below, I am acknowledging the fact that I have had an opportunity to review neighbors proposed improvements or alterations to their home. I understand that this is a requirement for the owner to obtain my signature and that in the event I have concerns or issues I may address them with the applicant and/or submit my concerns in writing to the management company in the time frame mentioned above.

	Neighbor Name	Address	Signature
	Neighbor Name	Address	Signature
	Neighbor Name	Address	Signature
	Neighbor Name	Address	Signature
_	Neighbor Name	Address	Signature
	Neighbor Name	Address	Signature
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## **General Terms and Conditions**

- 1. Crown Valley Highlands Community Association architectural approval does not constitute waiver of any requirements set forth by applicable government agencies.
- 2. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications and Crown Valley Highlands Community Association assumes no responsibility for such. The function of the Architectural Control Committee is to review submittals as to aesthetics, community design, and compliance with the CC&R's.
- 3. All technical and engineering matters are the responsibility of the owners.
- 4. An oversight of a Covenant, Condition or Restriction, or a Committee policy does not constitute waiver of that rule and therefore must be corrected upon notice.
- 5. Access for equipment used in construction must be through your property only. Access over Community Property will not be permitted without prior, written approval from the association Board of Directors or management.
- 6. Streets may not be obstructed with the objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks or community Property.
- 7. Building permits may be required for certain improvements from the City of Laguna Niguel and/or the County of Orange.
- 8. Any damage to Crown Valley Highlands Community Association property will be replaced or repaired by a Crown Valley Highlands Community Association subcontractor. All applicable charges for restorations will be charged back to the unit owner by the Crown Valley Highlands Community Association and is due within 30 days from notification or assessment of penalties.
- 9. The approval process is a 30-day process. All reasonable efforts will be made to expedite the review of your plans. If and when the association grants approval, the approval will be <u>valid for 6 months from</u> the issuance of the approval letter from the association. Any work not completed within that time frame will be deemed unapproved and the owner must resubmit their application to the association's Architectural Committee.
- 10. Decisions concerning the proposed change will be provided in writing. If a proposed change is disapproved, the written decision will include both an explanation of why the proposed change is disapproved and describe the procedure for submitting the application for reconsideration by the Board of Directors if the application is not reviewed at an open meeting of the Board.
- 11. If the application is not approved within 30 days after submission, the application will be deemed approved, contingent that all necessary approvals have been obtained from the city of Laguna Niguel.
- 12. All terms and condition noted in the association's CC&R's and Approval Procedures and Design Guidelines are applicable and may be enforced by the Board of Directors.

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Subject Address:		
Date:	Applicant Signature	
Subject Address:		
Date: Applicant Signature		
<b>Architectural Committee Revie</b>	ew Only Date submitted to committee:	
[ ] Recommended Approval	[ ] Conditional Approval Recommended as follows:	
[ ] Recommended Disapproval f	For the following reason(s):	
Date:	Signature: Architectural Committee	
<b>Board of Directors Review</b>	Date submitted to Board of Directors:	
[ ] Recommended Approval	[ ] Conditional Approval Recommended as follows:	
[ ] Recommended Disapproval f	for the following reason(s):	
Date:	Signature:	

If your original request is denied outside of an open meeting, you have the right to appeal the decision with the Board of Directors at an open Board meeting by accompanying this application with a written letter, appealing the decision and identifying the grounds as to why the application should be approved as submitted. The letter of appeal must be submitted no later than 14 days prior to the next association meeting.

Board Member / Account Manager