

SUBMITTAL CHECKLIST

NORTHWOOD POINTE MAINTENANCE ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE APPLICATION

(Owner to Complete)

This checklist must be completed by Owner and be attached to the Architectural Review Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. The ARC will return all incomplete submittals without review.

A description of what must be included on each of the drawings required below may be found in the Design Guidelines.

By submitting this application, the Owner hereby represents and warrants to the Architectural Review Committee and the Association that the plans and specifications submitted in connection with their application do not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 *et seq.*), or a building code or other applicable law governing land use or public safety.

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PART I - ALL IMPROVEMENTS

The following is a list of submittal requirements for **All Improvements** which must be included with any and all submittal requests.

- Completed Architectural Review Committee Application Form – Exhibit ‘A’ (3 pages)
- Signed Neighbor Awareness Form – Exhibit ‘B’ (2 pages)
- Submittal Checklist
- Plot Plan – 3 sets (***Not necessary for window replacement only submittals***)
- Improvement Security Deposit Fee of \$500.00
- Architectural Review Committee Review Fee of \$125.00; \$62.50 Minor Improvements/Color Custom Changes; Dunn Edwards Pre-approved Paint Schemes \$0

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PART II - LANDSCAPE IMPROVEMENTS

The following must be completed by all applicants for improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

- Part I submittal requirements
- Landscape Plan (may be included on plot plan)

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PART III - EXTERIOR IMPROVEMENTS

The following must be completed for exterior alterations including room additions, trellis and sunshades, gazebos, balcony, window and door treatment and exterior color or material changes.

- Part I submittal requirements
- Exterior Elevations (***Not necessary for window replacement only submittals***)
- Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot Plan).

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PART IV – RESIDENTIAL REMODEL

The following must be completed for space improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home.

- Part I submittal requirements
- Exterior Elevations
- Floor Plans (may be included on plot plan)
- Building Section(s)
- Roof Plan

EXHIBIT 'A'
**NORTHWOOD POINTE MAINTENANCE ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

(Owner to Complete)

Please complete this request form, the submittal checklist form and attach three (3) copies of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Review Committee: Mail or deliver to the Association's Management Company

From _____ Date _____
: _____ : _____
Owner

Mailing Address City Zip
() ()

Area Code Home Phone Number Area Code Work Phone Number

Property
Address:

Unit No: Email
Address:

Architect, Engineer or Owner's Representative: (If applicable)

Contact Company Name
Address:

Phone #: _____

Type of Work: (Check all that are appropriate)

- | | | |
|--|---|---|
| <input type="checkbox"/> Room Addition | <input type="checkbox"/> Sundeck or Balcony | <input type="checkbox"/> Patio Cover, Trellis, Cabana, Calif. Room |
| <input type="checkbox"/> Pond, Fountain, Waterfall | | <input type="checkbox"/> Pool / Spa <input type="checkbox"/> Fireplace / Fire Pit |
| <input type="checkbox"/> Barbecue | <input type="checkbox"/> Drainage System | <input type="checkbox"/> Fence, Wall, Gate <input type="checkbox"/> Trellis/Arbor |
| <input type="checkbox"/> Patio Area | <input type="checkbox"/> Rear Yard | <input type="checkbox"/> Planter, Retaining Wall <input type="checkbox"/> Seat Wall |
| <input type="checkbox"/> Tubular Steel | <input type="checkbox"/> Driveway Paving | <input type="checkbox"/> Irrigation <input type="checkbox"/> Planting |
| <input type="checkbox"/> Exterior Low Voltage Lights | | <input type="checkbox"/> Exterior High Voltage Lights |
| <input type="checkbox"/> Window Replacement | | <input type="checkbox"/> Railing |

Pre-Approved Color Schemes: Scheme must be noted on application

Custom Color: Requires photos of neighboring homes with submittal

Other:

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL REVIEW COMMITTEE AND/OR THE BOARD IS DONE TO CHECK FOR CONFORMANCE WITH THE CC&RS AND THE DESIGN GUIDELINES AND DOES NOT REVIEW NOR WARRANT THE PLANS WITH REGARD TO CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

NORTHWOOD POINTE MAINTENANCE ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE APPLICATION

(Owner to Complete)

I UNDERSTAND AND AGREE THAT:

1. No work on this request shall commence until written approval of the Architectural Review Committee has been received.

The "General Conditions of Approval" section of the Design Standards shall apply to any approval.

By submitting this application, the Owner hereby represents and warrants to the Architectural Review Committee and the Association that the plans and specifications submitted in connection with their application do not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 *et seq.*), or a building code or other applicable law governing land use or public safety.

SIGNATURE: _____
Owner Date

Received by the Architectural Review Committee: _____
Date

(Do Not Write Below Line. This is to be completed By Architectural Review Committee Only)

ACC Comments:

APPROVED

CONDITIONAL APPROVAL

DISAPPROVED

CC&Rs, Section _____

Incomplete Submittal

Notes on plans

Require Additional Information

Appearance Evaluation Review Checklist

Appearance Evaluation Review Checklist

Letter dated _____

RETURNED TO APPLICANT/OWNER

Neighbor Review Signature

Date: _____

Other _____

Other _____

ACC Signature(s):

Signature

Date

Signature

Date

Signature

Date

COMMENTS:

**EXHIBIT 'A' - PAGE 3
NORTHWOOD POINTE MAINTENANCE
ASSOCIATION**

REQUIRED WITH PAINTING APPLICATION
*Indicate the name and number of the paint color in
the appropriate boxes.*

DATE: _____
PROPERTY ADDRESS: _____
SUB-ASSOCIATION NAME: _____
PAINT SCHEME # _____

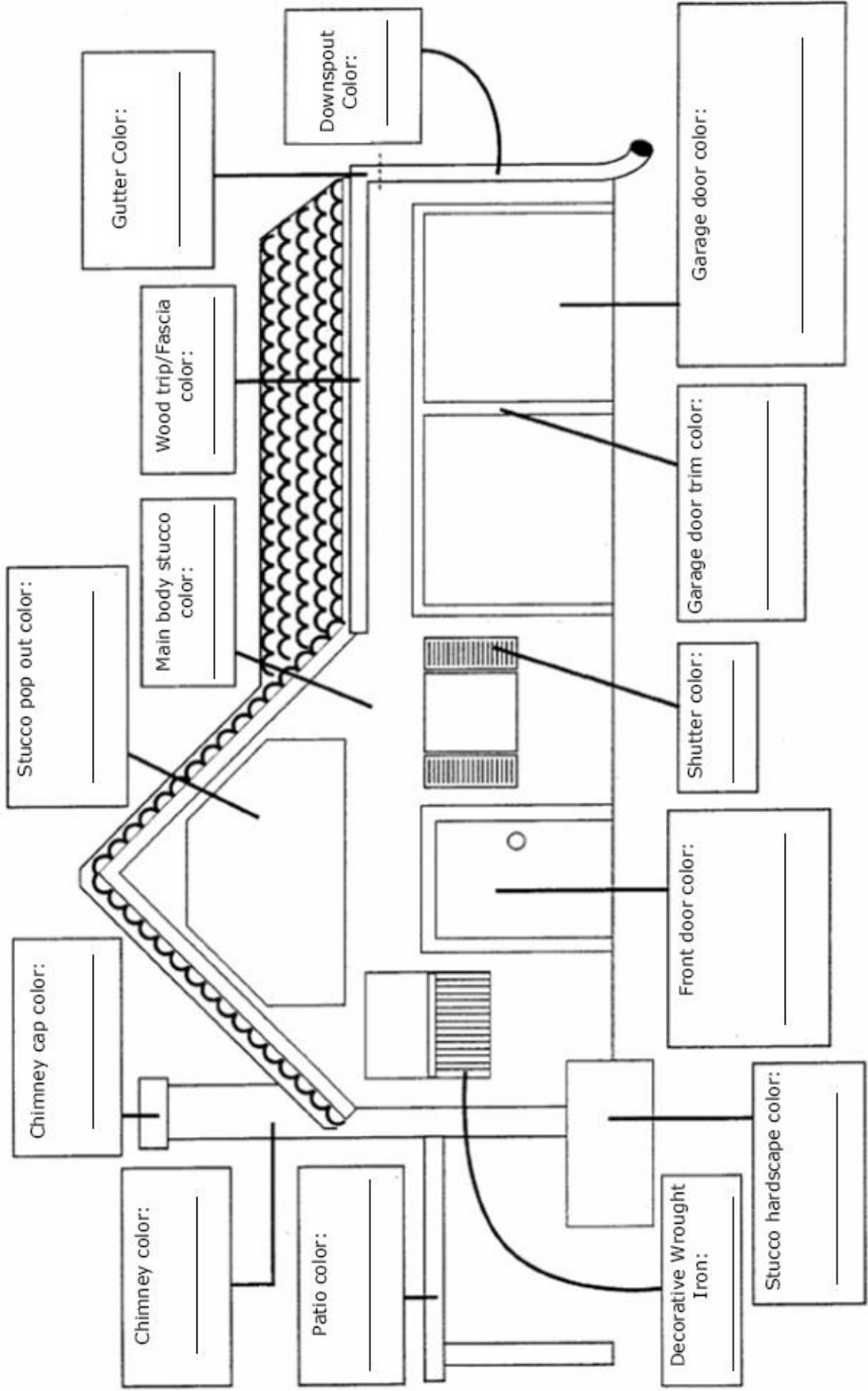


EXHIBIT 'B'
NORTHWOOD POINTE MAINTENANCE ASSOCIATION
NEIGHBOR AWARENESS FORM

(Owner to Complete)

NEIGHBOR AWARENESS - The intent is to advise your neighbors who own property adjacent to your unit (property) line or unit. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. Each neighbor must also initial each set of plans.

NEIGHBOR'S NAME / UNIT # / ADDRESS

UNIT TO THE: *(Check One)*

LEFT RIGHT BEHIND ACROSS BACK LEFT CORNER BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

NEIGHBOR'S NAME / UNIT # / ADDRESS

UNIT TO THE: *(Check One)*

LEFT RIGHT BEHIND ACROSS BACK LEFT CORNER BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

NEIGHBOR'S NAME / UNIT # / ADDRESS

UNIT TO THE: *(Check One)*

LEFT RIGHT BEHIND ACROSS BACK LEFT CORNER BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

EXHIBIT 'B' – PAGE 2
NORTHWOOD POINTE MAINTENANCE ASSOCIATION
NEIGHBOR AWARENESS FORM

NEIGHBOR'S NAME / UNIT # / ADDRESS

UNIT TO THE: *(Check One)*

LEFT RIGHT BEHIND ACROSS BACK LEFT CORNER BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

NEIGHBOR'S NAME / UNIT # / ADDRESS

UNIT TO THE: *(Check One)*

LEFT RIGHT BEHIND ACROSS BACK LEFT CORNER BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

NEIGHBOR'S NAME / UNIT # / ADDRESS

UNIT TO THE: *(Check One)*

LEFT RIGHT BEHIND ACROSS BACK LEFT CORNER BACK RIGHT CORNER

SIGNATURE

DATE

COMMENTS:

EXHIBIT 'C'
**NOTICE OF COMPLETION & SECURITY DEPOSIT RETURN
 REQUEST FORM**
NORTHWOOD POINTE MAINTENANCE ASSOCIATION

Date: ____ / ____ / ____ Unit #: _____

Owner / Residence: _____
 Address Where Work Took Place: _____

Owner / Residence: _____
 Mailing Address: _____

Daytime Phone: (____) ____ - _____ Evening Phone: (____) ____ - _____

Notice is hereby given that the undersigned is the owner of the property where the work took place and that they are to be the legal recipient of any refundable funds from the security deposit. The work was completed on the date specified below:

Date Work was completed: ____ / ____ / ____

Applicant's Signature: _____

Applicant's Name: _____
 (Please Print)

ATTACH PHOTOS OF ALL IMPROVEMENTS TO THIS FORM

(Do Not Write Below Line. This is to be completed By Architectural Review Committee Only)

ACC Signature(s):

Signature _____ Date _____

Application Form Complete _____
 Initials

Notice of Completion Form Complete _____
 Initials

Voted on By Board: ____ / ____ / ____ **(Date Vote Took Place)** **Approved**
Denied

Reason for Denial: _____

See Attached Sheet
 Check Number _____ **Check Date:** ____ / ____ / ____
 Check Sent Date: ____ / ____ / ____