

ALTEZZA AT NEWPORT COAST HOMEOWNERS ASSOCIATION

CONDOMINIUM MODIFICATION OR IMPROVEMENT
ARCHITECTURAL APPLICATION

Adopted July 27, 2010

Property Address: _____

Unit Owner Name: _____

Owner occupied (Y or N) _____

Contact information:

Work Phone: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Mailing Address: _____

(If your address is different from the property address)

Areas/Rooms to be modified/improved. (Includes interior rooms, patios, courtyards, garages and balconies).

What type of work does your proposal include? Please check at least one of the following:

Electrical Plumbing HVAC Lighting Flooring Architectural

Other (Please Specify):

1. Please provide a brief description of the requested modification or improvement*:

Color: _____

Construction Materials: _____

2. Describe all proposed work that changes existing electrical, plumbing, HVAC, walls, ceilings, windows, exterior doors, flooring, no cut or post core tension cables. This also includes patio hardscape, BBQ's, fountains, sprinkler systems, spa, garage flooring and cabinets.

Date: _____

Property Address: _____

3. If the changes will affect the exterior or be visible from the exterior, attach a list of materials and colors to be used.

NOTE: A detailed, to scale drawing of proposed improvements must be attached to the application. Drawings shall include description of current items that will or may be affected by the proposed changes. Drawings should be in sufficient detail for the Association to understand the design intent, and all proposed materials. (Three sets of plans)

4. Please provide the name and address of the contractor who is to perform this work:

Contractor: _____

Contractor's License Number: _____

NOTE: Contractor shall be licensed in the state of California and shall provide evidence of worker's compensation and liability coverage, naming Altezza Homeowner's Association as additionally insured. A copy of the certificates of insurance shall be attached to this form.

Anticipated Start Date: _____

Estimated Completion Date: _____

The owner/applicant is solely responsible for complying with all building codes and regulations and locating their improvements so as to adhere to all property boundaries. Approval of a plan by the Board or Architectural Committee shall NOT be construed as an expression of any opinion as to compliance with any building codes or regulations or the placement of improvements in adherence to property boundaries. Unless otherwise stated in the remarks below, all improvements must comply with all of the provisions of the Restrictive Covenants.

I have read the Declaration, Architectural Guidelines and the Rules and Regulations of the Altezza Homeowner's Association and agree to abide by the same. No work shall commence without the written approval of the Architectural Review Committee.

I hereby request approval of the above referenced planned improvement. If approved, I agree to build in accordance with this application and the attached plans and specifications.

Hold Harmless Acknowledgement

I hereby agree to indemnify and hold harmless the Association, its unit owners, the Board of Directors, the Architectural Review Committee (herein after referred to as the ARC), and the Management Company from all loss, damage, liability, judgments, court costs, attorney fees, interest or any other costs, penalties arising out of this change or improvement, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the Board of Directors, ARC and the Management Company in their review of any matter submitted to such Committee. The Management Company, ARC, and the Board of Directors are not responsible for review regarding safety, whether structural or otherwise, or conformance with building codes or other governmental laws and regulations, nor shall any approval of an improvement of property be deemed approval of such matters.

Other Conditions

1. I will pay for and secure any/all necessary licenses and permits that may be required by law and will not

start on the improvement until I have obtained all required approvals and permits. Approval of the improvement or change by the Association DOES NOT constitute approval by local governmental entities, including, but not limited to, local building or zoning departments, for drainage design or structural soundness

2. I will be responsible for future maintenance and repairs of the improvement or change. The Association will NOT maintain the improvement or change, nor will the Association be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.
3. All work is to be completed by a licensed and insured contractor.
4. I hereby agree to be responsible for immediate proper disposal of any/all trash, debris, material, etc. generated as a result of the work. Use of Association trash receptacles is prohibited. If contractors do not remove all debris and materials, I will be responsible for any disposal fees incurred by the Association. Clean up of all tools and equipment must be performed offsite including cleaning of paint brushes, rollers and wash buckets.
5. All work shall be done between 8:00 am and 6:00 pm Monday through Friday, and between 9:00 am and 6:00 pm on Saturday, no work is allowed on Sundays.
6. Materials may not be placed or stored on common area property at any time or in any area that is visible from the common area or other units. This includes, but is not limited to stones, wood, tile or carpet, etc.
7. Attorney's Fees – In the event action is instituted to enforce any of the provisions contained in the Declaration, the party prevailing in such action shall be entitled to recover from the other party thereto reasonable attorneys' fees and costs of such suit as determined by the court or by arbitration as part of the judgment.
8. The Association may request additional information relating to my improvement prior to approving this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s). Failure to comply shall result in denial of the application and waiver of any time limits imposed on the Association.
9. If the improvement as built or completed does not conform to the improvement as approved by the ARC, upon written request of the ARC, I will at my own expense and cost, promptly restore the property to its original condition as existed prior to commencement of the improvement.
10. I hereby agree and understand that this Application shall be binding on all successors, devisees, heirs, assignees, and transferees on my property. I further agree to inform them of the terms and conditions contained in this application.
11. The Association may collect a reasonable fee from applicants to cover the cost of inspection as appropriate for the type and nature of the Improvement, and retain a licensed contractor to inspect the work at certain milestones.
12. I must contact the Association for a final inspection when the improvement or change is complete and I authorize entry into my property for purposes of enforcement of this application and inspection. Failure to notify the ARC or refusal to allow inspection shall result in the issuance of a notice of non compliance and the ARC will correct the violation or take other appropriate action for discipline.

Signature of Property Owner

Date

Date: _____

Property Address: _____

Architectural Review Committee Action

Do not write below this line – Committee use only

Date Received: _____

Date Reviewed: _____

- Disapproved as presented (List Reasons/Specific Guidelines Not Met)**

Disapproved for the following reasons: _____

- Approved as presented**

- Approved as revised/Conditional Approval**

Approved Subject to: _____

Committee Signature _____ **Date:** _____

Committee Signature _____ **Date:** _____

Committee Signature _____ **Date:** _____

Final Inspection Signature: _____ **Date:** _____

**ALTEZZA AT NEWPORT COAST HOMEOWNERS ASSOCIATION
Notice of Completion Form**

Today's Date: _____ Property address: _____

Owner's Name: _____

Mailing Address (if different than property address): _____

Daytime Phone: _____ Evening Phone: _____

ATTACH PHOTOGRAPHS OF ALL ANGLES OF IMPROVEMENTS, INCLUDING BOTH
FRONT, SIDE AND REAR YARD, IF APPLICABLE.

MAIL TO:
Altezza At Newport Coast Homeowners Association
c/o Keystone Pacific Property Management
16845 Von Karman Avenue, Suite 200
Irvine, California 92606-2600

E-MAIL TO:
architectural@keystonepacific.com

Do not write below this line

Disapproved as presented

Approved as presented
 Approved as revised:

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

**ALTEZZA AT NEWPORT COAST HOMEOWNERS ASSOCIATION
Variance Request Form**

Today's Date: _____ Property address: _____

Owner/Applicant's Name: _____

Mailing Address (if different than property address): _____

Daytime Phone: _____ Evening Phone: _____

Description of Request (Please include drawings, photographs and a description of your special circumstance for the Board's review):

Do not write below this line

- Disapproved as presented
- Approved as presented
- Approved as revised:

Committee Signature _____ Date _____

Committee Signature _____ Date _____

Committee Signature _____ Date _____

ALTEZZA AT NEWPORT COAST HOMEOWNERS ASSOCIATION
APPLICATION FOR APPEAL OF ARCHITECTURAL DENIAL

The undersigned Owner, by completion of this form, hereby requests that the Association's Board of Directors reconsider the denial of certain Architectural improvements by the Committee, as described below.

1. **Owner's Name:** _____

2. **Property Address:** _____

3. **Summary of Prior Architectural Submittals:**

(a) Date of Original Submittal: _____

(b) Total Number of Submittals: _____

(c) Date of Submittal Being Appealed: _____

(d) Date of Denial by Committee: _____

4. **Copies of Application Information:**

I have included copies of all of the following for the denial that is being appealed:

Copy of original Architectural application;

Copy of Committee denial;

Copy of most recent Architectural plans;

Letter explaining in detail the portion of the Committee denial that you are appealing and explaining the reasons for reversal of the decision. (Please understand that the Board of Directors needs to understand specifically those improvements that the requesting member wishes the Board to reconsider and approve.)

Dated: _____

SIGNATURE OF OWNER(S)

Do not write below this line

- Disapproved as presented
- Approved as presented
- Approved as revised:

Board Signature _____ Date _____

Board Signature _____ Date _____

Board Signature _____ Date _____

Keystone Pacific's Architectural Desk Architectural Processes Q&A

Definitions

“Architectural Guidelines” – Otherwise referred to as Architectural Standards, Design Review Guidelines, Design Guidelines, Design Standards or any other document containing the parameters in which a homeowner is to follow when submitting an application.

“Reviewer” – Otherwise known as the person or persons responsible for reviewing the plans, such as a homeowner committee, Board of Directors or a qualified third party consultant hired to perform the review on behalf of the committee.

Facts

The staff members working the architectural desk for Keystone Pacific **process** anywhere from 50 to 100+ plan submittals a day.

Keystone Pacific staff members **do not** review plans.

The staff members working the architectural desk for Keystone Pacific only make sure the application has been completed and submitted with your plans, a review fee/deposit check has been submitted (if applicable) and the correct number of plans have been submitted. This information is then forwarded to the party responsible for reviewing plans on behalf of the association.

Plan Review

Who is responsible to review your plans?

Your association CC&R's contain a section devoted to architectural review, which indicates how many members need to be appointed to a committee and/or whether or not this task can be delegated to a third party consultant. Some CC&R's give the committee the right to delegate this task to a qualified third party consultant.

Who makes the final decision on approval or denial?

The designated party responsible for reviewing plans.

How do I find out how much time the committee has to review my plans?

Your CC&R's will provide this information and/or the architectural guidelines. Review periods vary from 30 to 90+ days. This means the committee and/or third party consultant can take up to that many days to review your plans. Sometimes it doesn't take that long, but nothing can be guaranteed.

Keystone Pacific has no jurisdiction over the committee members or the third party consultant. The committee is appointed by the Board of Directors and works at the pleasure of the Board and the third party consultant is retained by the Board of Directors on behalf of the association.

What if my plans are denied – do I have to wait another 30-90+ days for review?

Yes, each time a plan is resubmitted the time frame allowed for the review process starts over.

Why can't you “rush” the review upon request?

Keystone Pacific has no jurisdiction over the time constraints of the committee and/or third party consultant. As a courtesy, we can include a note requesting the appropriate party to “rush” the plan review, but we cannot guarantee this will occur.

Can't I pay for a “rush” review?

This policy would need to be adopted by the Board of Directors and could only realistically be implemented if a third party consultant were being employed. This concept would not be feasible with a volunteer homeowner committee.

What do I do if the plans are not back yet and the time period for review is past?

Place a call to Keystone Pacific's architectural desk at (949) 838-3239 or e-mail architectural@keystonepacific.com to request information. Some CC&R's require the request be made in writing and then allows the committee 15 or more days to respond before your plans are deemed approved.

Why can't I contact the reviewer directly with my questions?

The third party consultant would be inundated with calls, thus taking away from their limited time to actually perform reviews in a timely manner. Homeowner committee members are volunteers and therefore their personal information cannot be provided. All questions can be submitted in writing and will be forwarded to the appropriate party and a response will be provided in writing.

Who pays for the qualified consultant to review the plans?

The association pays for this service. If a third party consultant is contracted to review plans on behalf of the association, the fees are paid via your submittal fee. The CC&R's typically give the association the right to collect fees in order to offset the costs related to plan review costs when a third party consultant is utilized.

Why can't Keystone Pacific give me approval?

Keystone Pacific is an independent third party managing agent and has no authority to review, approve or deny plans on behalf of any association. The only responsibility of Keystone Pacific is to make sure the application has been completed and submitted with your plans, a review fee/deposit check has been submitted (if applicable) and the correct number of plans have been submitted. This information is then forwarded to the party responsible for reviewing plans on behalf of the association. Keystone Pacific also takes receipt of the plans from either the committee and/or third party consultant and then notifies the homeowner of the decision.

Why can't KPPM give me the decision over the phone?

A plan review usually results in many comments from the reviewing party. In order to avoid any miscommunication, Keystone Pacific has a policy that all decisions made by either the committee and/or third party consultant must be communicated in writing.

Can I pick my plans up?

If you would like to pick your plans up, you need to notify the staff members at the architectural desk and every effort will be made to accommodate this request.

Why can't my contractor call and get the information or pick up my plans for me?

Unless the homeowner provides written authorization for a specific person to receive information on their behalf, Keystone Pacific can only communicate with the homeowner. All decisions must be mailed to the homeowner's mailing address on file.

Why can't KPPM give me interpretation of the guidelines or at least give me a general idea of whether my idea will be approved?

The details on any given set of architectural guidelines cannot possibly be known by the one person answering the phone at the architectural desk. Keystone Pacific would be guessing if they tried to assist someone in answering questions about the guidelines. As a homeowner, you need to consult with the professional assisting you with your plans regarding any questions you have pertaining to the guidelines.

If I want to make changes to my approved plan, do I have to re-submit?

Yes, any plan changes need to be submitted for approval.

If I am just painting my house the same colors, do I have to submit for review?

The safest bet is to submit. Many association documents require submittal regardless of whether or not the existing paint color is being used. Some documents do not require an architectural application to be submitted to repaint the existing color, however, you should refer to your architectural guidelines for the answer to this question or contact your community association manager.

Why are site photos sometimes required?

Depending on the complexity of the improvements, the committee and/or third party consultant needs a point of reference when visualizing the project you are proposing.

After You Are Done With Improvements

What do I need to do after my improvements are finished?

When complete, fill out the notice of completion form and attach photos of the improvements from all angles. You can e-mail these photos to architectural@keystonepacific.com or mail a hard copy. Keep in mind that the photos should show set back requirements met (use a tape measure in your photo) and needs to show the overview of the improvements. The committee and/or third party consultant will take these photos and compare them to your plans to make sure all was installed per plan.

Where do I get the notice of completion form?

If your Association has a website, it will be under the architectural section or forms section. If not, e-mail architectural@keystonepacific.com and request one be e-mailed to you. If no e-mail, call (949) 838-3239 and ask that one be mailed to you, or provide a fax number in which it can be sent.

How difficult is it to get my notice of completion signed off?

If you installed per plan and provide pictures of all improvements it is very easy. If you didn't install a tree that was on your plan, expect to be told to install it – in the size and species you put on your plans. Anything that wasn't installed per plan will hold up your notice of completion approval.

Can a site visit be performed in place of a notice of completion?

Site visits could be performed in place of a photo notice of completion review only if you are willing to pay, in advance, the cost for the third party consultant to perform the review. If your review is performed by a homeowner committee, you could request this; however it would be up to the committee/board to do this and most likely this would not happen due to the time involved.

What if my notice of completion keeps getting denied, what do I do?

The best thing to do is to do everything on the list of issues pointed out to you. If you feel you have completed those items, then you should address your concerns with the Board. If you have no plans to complete all of the items on the list, then you should resubmit your plans showing only what you actually installed. The Board of Directors does have the right to call you to a hearing and assess fines if you choose to ignore the notification to correct items. Most CC&R's give homeowners 30 days to correct issues. After this, the Board can move forward with hearings and fines.

How soon can I get my deposit back once my notice of completion is approved?

Associations cut checks once a month. If you happened to obtain approval for your notice of completion right after a check run was issued, you would have to wait until the following month, which could take up to 45 days.

Variances/Appeals

What if I do not agree with the reviewer's decision?

You may fill out a variance/appeal form that will go to your Board of Directors for review and consideration, if the governing documents of the association allow for this. Some documents do not and the final authority lies with the committee. There is sometimes a fee required for these requests when a third party consultant is being utilized, which must be paid to the Association prior to the work being performed.