

Le Parc Homeowners Association
Home Improvement - Architectural Application

(please print neatly)

The Declaration of Covenants, Conditions and Restrictions for our community requires that you obtain the approval of the Architectural Committee before commencing any improvements or alterations to your home or lot. To obtain this approval, please complete this form and mail or deliver along with the required copies of plans and other related material to:

Le Parc Homeowners Association
c/o Accell Property Management
23046 Avenida de la Carlota, Suite 700
Laguna Hills, CA 92653

Owner's Name: _____ Day Ph. # _____

Address where work is to be performed: _____ Evening Ph. # _____

Follow these steps:

Note: Each homeowner must submit plans and specifications for landscape, hardscape, patio and building improvements to the Architectural Review Committee prior to installation and commencement of work.

- 1) Read CC&R's Article/Section 17 Architectural Control.
- 2) Read Architectural Guidelines, Standards and Procedures.
- 3) Complete this form in its entirety (**front and back**).
- 4) Enclose drawings and detailed plans/specifications that provide the following:
 - A. Complete dimensions of improvements proposed (drawn to scale).
 - B. Measurements of improvements in relationship to home and lot lines.
 - C. Identification of building materials and color scheme to be used (provide sample color chips).
 - D. Drawing showing affected elevations (patio covers, gates, et cetera).
 - E. Description/drawing showing how drainage will be affected (flow direction and slope).
 - F. For landscape improvements, provide a landscape site plan indicating scope of work, materials, names of plants, and sizes of plants and drainage as noted in "E" above.
 - G. Dimensions showing location of trees.
 - H. Specify waterproofing material for raised planters.
 - I. **Must include the Contractor's License Number and Proof of Insurance.**

Description and nature of work to be performed: _____

**** Important - Read Carefully ****

Any compliance with Local Government Ordinances, Building Codes, and Le Parc Homeowners Association Guidelines regarding architectural/structural changes and additions are strictly between the Homeowner and these regulating bodies. Approval of this request does not imply the Association's acceptance based upon the above-mentioned regulations. It is your responsibility to contact these regulating bodies as required.

If further architectural and/or design changes are to take place, which are not part of this application, applicant must submit a new application for the proposed improvements.

Your request will be reviewed by the Architectural Review Committee and will be given a decision within thirty (30) days from receiving a completed application including all plans and specifications as outlined above.

The undersigned owner acknowledges and agrees that:

- 1) I have received, read and understand the Architectural Guidelines, Standards and Procedures and agree that the provisions of the same are made a part of this application, including all homeowner obligations and liabilities therein. I also acknowledge that architectural approval is not intended to be, nor shall it be considered, a substitute for obtaining required local governmental permits, inspections and approvals. I acknowledge that local governmental permits and inspections may be required and that it is my responsibility to obtain all such permits and inspections at my sole expense.
- 2) No work on the proposed improvements shall commence until I have received written approval of my final improvement plans from the Architectural Review Committee and have satisfied any and all conditions of such approval.
- 3) My failure to obtain the required Architectural Review Committee approval of any improvements or to comply with all applicable architectural standards will constitute a violation of the CC&R's and I may be required to modify or remove such improvements at my sole expense.

Board Member Signature

Date

Neighbor Awareness Form

The intent of this form is to advise your neighbors who own residences facing and adjacent to yours of your planned improvement. Failure to obtain these signatures could delay approval in cases where visibility, drainage, noise, et cetera are involved. Neighbors are invited to contact the Architectural Review Committee to discuss their concerns and comments. However, while neighbor's comments are welcome, final disposition of all applications will be based on the application's conformance with architectural guidelines, standards and procedures. ****Please note that the Neighbor Awareness Form does not need to be completed for satellite dish installation or air conditioning installation applications****

The undersign applicant certifies that the attached plans and specification were made available to the following adjacent (facing, side, rear) neighbors as listed below.

Address of Improvements: _____

Description of Improvements: _____

Please have neighbors sign and complete this section

Next Door Neighbor (Homeowner):

Signature: _____ Date: _____

Address: _____

Comments: _____

Next Door Neighbor (Homeowner):

Signature: _____ Date: _____

Address: _____

Comments: _____

Rear Neighbor (Homeowner):

Signature: _____ Date: _____

Address: _____

Comments: _____

Facing Neighbor (Homeowner):

Signature: _____ Date: _____

Address: _____

Comments: _____

Homeowner's Signature

Date

Applicants hereby acknowledge that individual homeowners are responsible for the maintenance and repair of any improvement, which is subject to architectural approval. Further, should the improvement be damaged as a result of any component failure, including a common area component failure, the homeowner application remains responsible for the repair of the improvement. The Association continues to recommend the purchase of a comprehensive homeowner's insurance policy to provide for coverage of the homeowner's property, including upgrades and improvements.