

EVERGREEN ARCHITECTURAL GUIDELINES

No construction, installation or alteration of an Improvement, including landscaping, may commence until the plans and specifications have been submitted to and approved in writing by the Evergreen Architectural Review Committee (ARC). Owners are required to obtain ARC approval in accordance with Article VIII of Evergreen Covenants, Conditions, and Restrictions. (CCR's).

PROCEDURE:

1. Complete the Northpark Architectural Application and Evergreen Architectural Approval Application (attached). Submit both forms to the Evergreen ARC.
2. Include site plans and specifications describing the nature, kind, shape, height, width, color, materials, plant names, and location. Attach dimensioned drawings depicting all proposed improvements, existing drainage, and color photos of existing residence and site conditions. The ARC may require additional information as necessary in order to reach a determination. Designs must be consistent with Northpark Rules.
3. The Evergreen ARC's goal is to render a decision within 7 days after it receives all required information and documentation. The CCR's allow 45 days.
4. Upon receiving Evergreen ARC approval, Owners are required to submit all documents to Northpark Maintenance Association.
5. Provide Evergreen ARC with a copy of Northpark's approval.
6. Owner shall notify Evergreen ARC when construction starts and when the project is completed.

GENERAL:

1. All projects are to be completed within 60 days of commencement.
2. Any deviation from approved plans, or schedules, must be re-submitted to Evergreen ARC for approval.
3. Commencement of work prior to receiving written approval constitutes a violation of the CCR's is subject to a \$200.00 fine and may require modification or removal of unauthorized work at the Owner's expense.
4. Plants and trees are limited to those listed in Northpark's Plant Palette and must align with the architectural style of the Residence. Evergreen styles are Italian, French, and Spanish.

5. Items such as outbuildings, tents, shacks, sheds, etc. may not be placed temporarily or permanently on the LOT without prior written consent of the ARC.
6. Fences or walls may not be erected, altered, or maintained without prior written approval of the ARC.
7. Patio covers, wiring, air conditioning fixtures, water softeners, solar systems, or other devices may not be installed on the exterior of a residence without prior written approval of the ARC.
8. Construction material, equipment, debris, and disposal bins shall not be stored or allowed to accumulate on Association property.
9. Construction activities (non emergency) are permitted during the following hours only:
Monday - Friday: 7 am to 5 pm
Saturday: 8 am to 4 pm
Sundays and Federal/Irvine Holidays: No work is permitted.

EVERGREEN COMMUNITY ASSOCIATION

ARCHITECTURAL APPROVAL APPLICATION

www.EvergreenNorthpark.com

Complete Northpark Architectural Approval Application. Attach plans, drawings, photo, brochures, list of materials, etc., and Submit the packet along with this Form to:

Evergreen Architectural Committee

Crummack Huseby Property Management, 25531 Suite 100, Commercentre Drive, Lake Forest, CA 92630

Owner:		Date:
Property Address:		
Phone:	Email:	
Mailing Address (If Different)		

1. No work shall commence without written approval from Evergreen ARC.
2. Building permits for the proposed work may be required. The Owner is responsible for obtaining permits. The ARC does not approve permits or determine structural, safety, engineering, or conformance with building codes.
3. The ARC's decision shall be based on the CC&Rs, Evergreen and Northpark standards, and the judgment of the Committee.
4. I have read the Evergreen CC&R's, Evergreen Rules and Regulations and Architectural Control Standards, and Evergreen Application Review Guidelines. These documents are contained in www.evergreennorthpark.com
5. I understand and agree to the terms and conditions of the ARC's review of my application.

OWNER SIGNATURE:	DATE:
OWNER SIGNATURE:	DATE:

THIS PORTION TO BE COMPLETED BY EVERGREEN ARC

APPROVED

DENIED

APPROVED subject to the following CONDITIONS:

Signed _____ Date _____
Evergreen Architectural Review Committee

I/We accept the CONDITIONS described above. Any changes or modifications require re-submission to the ARC.

Signed _____ Date _____
Owner

Signed _____ Date _____
Owner

EXHIBIT A
NORTHPARK MAINTENANCE ASSOCIATION
ARCHITECTURAL APPLICATION
REVIEW FEE SCHEDULE AND GENERAL CONDITIONS

Please complete and include this request along with **three (3)** copies of your proposed home improvement plans. The Architectural Review Committee has established a \$500.00 refundable security deposit, and a nonrefundable review fee. The fee schedule is as follows:

1. **Major Architectural [\$425.00/app]** - Homes with additional floor area 20A0 square feet or greater or an accumulation of more than 3 Moderate Architectural items. Includes onsite Notice of Completion.
2. **Moderate Architectural [\$325/app]** - Room additions, cabanas, pool houses less than 200 square feet, etc. or an accumulation of more than 3 Minor Modification items, etc. Includes onsite Notice of Completion.
3. **Major Landscape [\$375/app]** - Both rear and front yard hardscape and landscape modifications or an accumulation of more than 3 Moderate Landscape items. Includes onsite Notice of Completion.
4. **Moderate Landscape [\$300/app]** - Front yard only or rear yard only hardscape and landscape modifications, gazebo, patio shade structure, outdoor kitchen, pool, retaining wall, driveway, etc. or an accumulation of more than 3 Minor Modification items. Includes onsite Notice of Completion.
5. **Minor Modifications [\$175/app]** - Garage doors, window replacements, roof replacements, tree, spa, fire pit, fence, PV solar panels etc. Includes photo Notice of Completion.
6. **Paint: Master Color Schemes [\$175/app]** - Master color schemes only. Includes photo Notice of Completion.
7. **Paint - All Other Color Schemes [\$375/app]** - Custom color schemes and color matching to existing home. Includes one (1) onsite review of sample paint swatches on home and onsite Notice of Completion.

Items 1-7 include up to two reviews and one notice of completion as specified before additional fees are incurred. Additional fees may also be incurred for inspections and/or additional services \$150 or 185/hr.

Design Workshop [\$150/up to 45 mins] - Questions about your project and/or submittal? Book a design workshop. Available by appointment at architect's offices in Mission Viejo upon receipt of \$150 fee and approval from management. Please note that additional time will be billed in 15-minute increments at \$185/hr.

Please remit payment to: **NORTHPARK MAINTENANCE ASSOCIATION**
 C/O Crummack Huseby, Inc.
 25531 Commercentre Drive, Suite 100
 Lake Forest, CA 92630

Questions? arc@ch-pm.com or 949.367.9430

General Conditions:

1. Architectural Committee approval does not waive or constitute or reflect compliance with any federal, state, or local regulation.
2. Architectural Committee approval does not constitute acceptance of any technical or engineering specification; and the Maintenance Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. The Architectural Committee reviews for aesthetic purposes only.
3. Any oversight of a provision of the CC&R's, or a provision in the Design Guidelines, does not waive the rule. Corrections may be required.
4. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent which includes a description of the access area. The use of property owned and/or maintained by the Maintenance Association for construction access or storage is not permitted,

unless authorized in writing by the Maintenance Association and the Applicant signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Maintenance Association.

5. Building materials may not be stored on streets, sidewalks, common areas, or on property owned and/or maintained by the Maintenance Association. Streets may not be obstructed by construction equipment.
6. The property owner is financially responsible for any repairs to property owned and/or maintained by the Maintenance Association damaged by a property owner's project.
7. Approval of drawings is not authorization to proceed with Improvements on any property other than the lot reviewed by the Architectural Committee and owned by the applicant.
8. Approval of drawings is not authorization to revise the original drainage system installed by the homebuilder and approved by the City.
9. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate types of vines on walls).

The approval SHALL NOT be held to permit any violation of federal, state, or local regulation.

EXHIBIT B
NORTH PARK MAINTENANCE ASSOCIATION
ARCHITECTURAL APPLICATION CHECKLIST

CHECKLIST (Homeowner to Complete)

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

Part I - All Improvements

This part lists the submittal requirements for All Improvements, which must be included with any and all submittal requests.

- _____ Completed Architectural Application (Exhibit C)
- _____ Neighbor Awareness Form (Exhibit C - page 3)
- _____ Plan/Drawings of proposed construction improvement
- _____ Color photographs of existing area before proposed construction improvements

Part II - Landscape Improvements

This part 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).

- _____ Landscape Plan (may be included as part of Plans/Drawings)

Part III - Exterior Improvements

This part must be completed for exterior alterations including, patio covers, trellises, gazebos, balcony, window and door treatment, and material changes.

- _____ Exterior Elevations
- _____ Floor Plans (in the case of detached structures, such as gazebos, floor plans may be included in the Plans/Drawings)

Part IV - Building Plans/Additions

This part must be completed for space Improvements, such as room conversions affecting the exterior appearance of the homes.

- _____ Exterior Elevations
- _____ Floor Plans (may be included on Plot Plan)
- _____ Roof Plan
- _____ Building Section(s) (if necessary)

Part V - Exterior Painting

This part must be completed for any exterior repainting.

- _____ Color photos of all 4 sides of the home from corner to corner along with any additional structures (trellises, gazebos, etc.) that are to be painted
- _____ Color photos of the fronts of the house on either side of the home being processed
- _____ Color photo or plan marked up to indicate which color is to be applied to which surface
- _____ Actual paint chip samples or swatches (required if proposing a custom color scheme)

Please return this checklist along with the three-page Architectural Application (Exhibit C), including the Neighbor Awareness Form, Plans/Drawings, photos and checks.

**EXHIBIT C
NORTHPARK MAINTENANCE ASSOCIATION
ARCHITECTURAL APPLICATION**

*Please submit this application along with the submittal checklist, three sets of plans/drawings, photos and checks to:
Northpark Maintenance Association, c/o Crummack Huseby Property Management,
25531 Commercentre Drive, Suite 100, Lake Forest, CA 92630, arc@ch-pm.com*

Allow 30 days for approval. Work started prior to receiving written approval is subject to a \$200 fine.

Owner:	Date:
Property Address:	
Home Phone:	Cell Phone:
Email Address:	

Type of work proposed (check all that apply):				
LANDSCAPE	HARDSCAPE	EXTERIOR		
<input type="checkbox"/> Front yard	<input type="checkbox"/> Fence/Wall	<input type="checkbox"/> Exterior Paint	<input type="checkbox"/> Water Feature	<input type="checkbox"/> Patio Cover/Gazebo
<input type="checkbox"/> Rear yard	<input type="checkbox"/> Flatwork	<input type="checkbox"/> Garage Door	<input type="checkbox"/> Pool/Spa	<input type="checkbox"/> Room Addition
<input type="checkbox"/> Other:		<input type="checkbox"/> Lighting	<input type="checkbox"/> Shutters	<input type="checkbox"/> BBQ or Fire pit
		<input type="checkbox"/> Awning	<input type="checkbox"/> Roof	<input type="checkbox"/> Solar Panels

Description of Improvements desired (details of type and extent of improvements, material, colors, and location on the lot)

The undersigned owner acknowledges and agrees that no work on the proposed improvements shall commence until written approval is received from the Committee and all conditions of such approval have been satisfied. Failure to obtain the required Committee approval of any improvement or failure to comply with all applicable architectural guidelines and local ordinances/building codes will constitute a violation of the CC&R's and as the owner, I may be required to modify or remove such improvement at my sole expense.

Owner's Signature

Owner's Printed Name

Date

NORTHPARK MAINTENANCE ASSOCIATION

ARCHITECTURAL APPLICATION - Page 2

Owner:	Date:
Property Address:	

General Conditions:

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2. Architectural Committee approval does not constitute acceptance of any technical or engineering specification; and the Maintenance Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. The Architectural Committee reviews for aesthetic purposes only.
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5. Building materials may not be stored on streets, sidewalks, common areas, or on property owned and/or maintained by the Maintenance Association. Streets may not be obstructed by construction equipment.
6. The property owner is financially responsible for any repairs to property owned and/or maintained by the Maintenance Association damaged by a property owner's project.
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9. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate types of vines on walls).

The approval SHALL NOT be held to permit any violation of federal, state, or local regulation.

Committee Use:

APPROVED AS PRESENTED

APPROVAL CONDITIONED AS FOLLOWS:

DISAPPROVED FOR THE FOLLOWING REASONS:

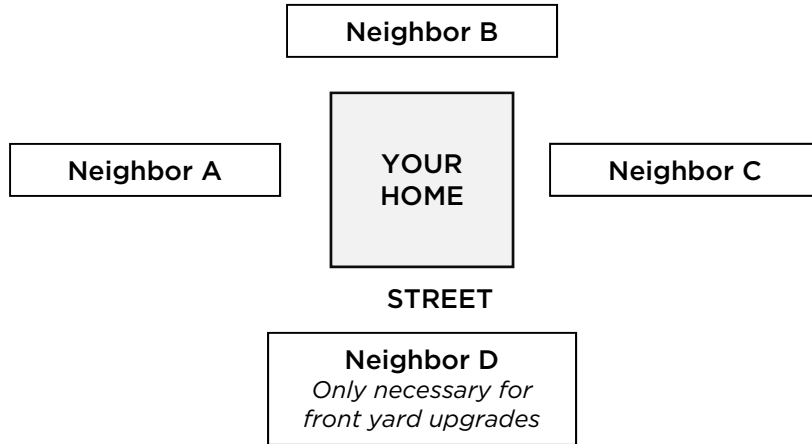
INCOMPLETE APPLICATION - RETURNED TO APPLICANT/OWNER

COMMITTEE SIGNATURE: _____

DATE: _____

NORTHPARK MAINTENANCE ASSOCIATION NEIGHBOR AWARENESS FORM - Page 3

This form is intended to advise your neighbors who own property adjacent to your property. This includes side, rear, and the possibility of front, or across the street neighbors. Have each of your neighbors sign the plans and on the corresponding spaces in accordance with the diagram below.



NEIGHBOR A

Neighbor "A" Name:
Daytime Phone:
Address:
Comments:
Email

NEIGHBOR B

Neighbor "B" Name:
Daytime Phone:
Address:
Comments:
Email

NEIGHBOR C

Neighbor "C" Name:
Daytime Phone:
Address:
Comments:
Email

NEIGHBOR D

Neighbor "D" Name:
Daytime Phone:
Address:
Comments:
Email

