

Northpark

Maintenance Association

ARCHITECTURAL COMMITTEE APPLICATION, PROCEDURES, PROCESS AND FORMS

Adopted 11-04-2020 (Updated 12/2021, 10/2023 and 10/2025)

This Architectural Committee Application, Procedures, Process and Forms package is to be used for submittals to the Northpark Maintenance Association Architectural Committee. This package is not the Architectural Committee Rules. The Architectural Committee Rules may be obtained from the Management Company.

**Architectural Committee
Northpark Maintenance Association
C/O Crummack Huseby Property Management
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ATTACHMENTS

- Exhibit A - Home Improvement Application
- Exhibit B - Design and Construction Team Contact
- Exhibit C - Submission Standards Checklist
- Exhibit D - Neighbor Awareness
- Exhibit E - Notice of Completion
- Exhibit F - Paint Submittal Example
- Exhibit G - Site Plan Example
- Exhibit H - General Conditions of Approval

I INTRODUCTION

The maintenance of the Northpark Maintenance Association as an attractive community depends upon continuous regard for the overall community appearance coupled with sensitivity to the existing architectural context of the community.

This Architectural Committee Application, Procedures, Process and Forms package, along with the Architectural Committee Rules and CC&R's, comprise the documents used by the Northpark Maintenance Association and its designated agents to administer the review and approval of proposed Improvements in the community.

This Architectural Committee Application, Procedures, Process and Forms package is comprised of several sections which explain the types of proposed Improvements that must be submitted for review and approval by the Association's Architectural Committee, procedures for the submittal of an application, how the application is processed and standard forms used to assist the Applicant in organizing the minimum information required by the Architectural Committee to understand and memorialize the proposed Improvements.

This Architectural Committee Application, Procedures, Process and Forms package is not the Architectural Committee Rules. The Architectural Committee Rules may be obtained from the Management Company.

The Architectural Committee Rules outline objective criteria used by the Architectural Committee in an attempt to better define harmony of external design and location in relation to surrounding structures and topography. Due to specific Lot considerations and the number of design variations a Homeowner / Applicant can produce from the objective criteria outlined in the Architectural Committee Rules, the Architectural Committee must also apply a subjective opinion in the evaluation of the proposed Improvement. The harmonious nature of the Improvement may be contested by an Applicant but it is a subjective opinion that the Architectural Committee is empowered to express. The Architectural Committee's decisions may not be unreasonable, arbitrary, or capricious.

The Association's management company (Management) acts as a liaison between the Homeowner and the Architectural Committee. Management assists in distributing, explaining and promoting this Architectural Committee Application, Procedures, Process and Forms package and the Architectural Committee Rules. All inquiries related to proposed or existing Improvements must be directed through Management to assure proper administration of the Architectural Control requirements set forth in Article VIII of the CC&R's.

The Board of Directors and the Architectural Committee seek to ensure that the review and control process is effectively administered and that Owners and the community are treated equitably. All Members are encouraged to contact Management to report any concerns or question about ongoing or completed Improvements or issues about maintenance, or lack thereof, of dwellings and landscape. Contact Management by phone, e-mail or postal service mail, referencing Northpark Maintenance Association.

The capitalized terms used in this Architectural Committee Application, Procedures, Process and Forms package are fully defined in the Architectural Committee Rules, and those definitions apply to terms used herein. The Architectural Committee Rules, along with the provisions set forth in the CC&R's, form the basis for evaluation of plans and specifications for Improvements submitted by individual Owners to the Architectural Committee for review and approval.

ARCHITECTURAL COMMITTEE STRUCTURE AND AUTHORITY - II

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II ARCHITECTURAL COMMITTEE STRUCTURE AND AUTHORITY

- A. **Establishment of Architectural Committee.** The Architectural Committee is established as set forth in Article VIII, Section 8.1 of the CC&R's.

The Architectural and Landscaping Committee, sometimes referred to in the Declaration as the "Architectural Committee," shall consist of three (3) members; provided, however, that such number may be changed by resolution of the Board of Directors so long as the Architectural Committee never consists of greater than five (5) nor fewer than three (3) members.

- B. **Authority of the Architectural Committee.** The Architectural Committee is granted the power to administer and enforce architectural controls within the community by Article VIII of the CC&R's. The Board and the Architectural Committee, acting under the Board's supervision, shall have the right within the limitations of the building restrictions set forth in the CC&R's and Architectural Committee Rules to control "Construction Activities."

The Architectural Committee has the authority to retain an Architect, Landscape Architect, designer, planner or such similar professionals and consultants as may be necessary to assist in the performance of its duties as outlined in Section V.D of this document. If the Architectural Committee retains an Architect or construction specialist, the reasonable cost of the consultant shall be reimbursed by the Applicant / Member which necessitated the cost.

In addition to complying with the minimum restrictions set forth in CC&R Article VII, each Owner must also obtain the prior written approval of the Architectural Committee as provided in CC&R Article VIII.

- C. **Qualification for Architectural Committee Membership.** Architectural Committee members serve at the pleasure of the Board and may be replaced as required to facilitate the Architectural Control obligations set forth in Article VIII of the CC&R's. Whenever an Architectural Committee exists, it shall act on behalf of the Association with regard to the review and approval of proposed Improvements. Architectural Committee members appointed by the Board must be Members of the Maintenance Association at all times during their service on the Architectural Committee, and shall serve for a term of one (1) year or until their respective successors are appointed.

The Architectural Committee shall be appointed by the Board of Directors and reaffirmed from time to time.

In the event any member is unable to or unwilling to serve on said Architectural Committee, the remaining members, as long as there are at least three (3), shall have full authority to approve or disapprove any proposed plans and specifications until a replacement member has been appointed. Any member of the Architectural Committee may at any time resign from the Architectural Committee upon written notice delivered to the Association.

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Vacancies on the Architectural Committee, however caused, shall be filled by the Board of Directors.

The Architectural Committee may, by unanimously adopted written resolution, designate one or more Architectural Committee Representative(s) (who may, but need not, be one of its members) to take any action or perform any duties for and on behalf of the Architectural Committee, except the recommending of variances for Board approval pursuant to Section 8.10.

- D. Compensation of Members.** The members of the Architectural Committee shall receive no compensation for services rendered, other than reimbursement for reasonable documented out of pocket expenses incurred by them in the performance of their duties. The foregoing shall not preclude payment of compensation approved by the Board to architects or similar professionals engaged to assist the Architectural Committee or the Architectural Committee Representative or to perform the functions of the Architectural Committee Representative.
- E. Architectural Committee Meetings.** Unless a designated Architectural Committee Representative is acting as the Architectural Committee, an established Architectural Committee shall meet from time to time as necessary to properly perform its duties. The vote or written consent of a majority of the members of the Architectural Committee shall constitute an act by the Architectural Committee. The Architectural Committee shall keep and maintain a record of all actions taken by it at such meeting or otherwise. The purpose of the Architectural Committee meetings is to review complete Applications and, by majority vote, approve, approve with conditions or disapprove the Applications in order to ensure conformance with the Architectural Committee Rules and CC&R's.

In the absence of a designated Architectural Committee Representative and Architectural Committee, Applications reviewed by the Board, acting as the Architectural Committee, must be reviewed at a properly noticed meeting of the Board. In order to be included on the Architectural Committee agenda, submissions must be received in the Management office a minimum of ten (10) calendar days prior to the meeting. Up to ten (10) minutes may be allocated for an Applicant's presentation to the Committee.

- F. Applications.** Applications will be deemed Approved, Denied or Approved with Conditions by a majority vote of the Architectural Committee members present provided a quorum is established. The Committee's evaluation of the Application will be submitted to the Applicant in writing confirming the Application status. Applications which are Denied shall enumerate the specific reasons for denial along with the procedure for reconsideration. Applications Approved with Conditions shall enumerate the specific conditions of approval along with the procedure for reconsideration. In the event the Architectural Committee fails to approve or disapprove any proposed plans and specifications within thirty (30) days after the same have been duly submitted in accordance with any rules regarding such submission adopted by the Architectural Committee, such plans and specifications shall be deemed approved. Such complete plans and specifications shall be delivered or mailed to the

ARCHITECTURAL COMMITTEE STRUCTURE AND AUTHORITY - II

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Architectural Committee (Care of Management) at its then current address. The plans and specifications shall be deemed submitted to the Architectural Committee upon the date of receipt by the Architectural Committee of such plans and specifications delivered as required herein. The Architectural Committee may further require that all plans and specifications first be approved by any Project Association or Project Association architectural committee having jurisdiction. Conditions and requirements imposed by the Architectural Committee supersede all conflicting conditions or requirements which may be imposed by a Project Association or a Project Association architectural committee.

- G. Review Standards.** The Architectural Committee shall review and approve or disapprove all plans and specifications submitted to it on the basis set forth in Section V.A.
- H. Views.** There are no views in the Properties which are protected to any extent by the Declaration, and no Owner who becomes subject to the terms thereof shall thereby obtain any view rights whatsoever. An Owner, following Architectural Committee approval as provided in Article VIII of the CC&R's, may impair the view of other Owners or the members of a Project Association, and each Owner and each Project Association on behalf of its members hereby consent to such impairment.
- I. Limited Exemption.** Notwithstanding anything in the Declaration to the contrary, the Architectural Committee shall not unreasonably and without good cause deny any Owner's request to modify such Owner's Lot or Improvements thereon, at such Owner's expense, for the purpose of facilitating access for persons who are blind, visually handicapped, deaf, or physically disabled or to alter conditions which could be hazardous to such persons including, without limitation, modifications of the route from the public way to the door of any Improvements on such Owner's Lot subject to the following: (i) any such modifications shall be consistent with applicable building code requirements; (ii) any such modifications shall be consistent with the provisions of the Declaration pertaining to safety or aesthetics; (iii) any such modifications to external Improvements on such Owner's Lot shall not prevent reasonable passage by other residents of the Property; and (iv) any such modifications shall be removed by the Owner of such Lot or Improvements thereon, at such Owner's expense, when the Lot or Improvements thereon are no longer occupied by persons requiring such modifications who are blind, visually handicapped, deaf or physically disabled.
- J. Variances.** The Architectural Committee may recommend variances from compliance with any of the architectural provisions of the Declaration, Supplemental Declaration and Architectural Committee Rules, including, without limitation, restrictions upon height, size, floor area or placement of structures, or similar restrictions, when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental considerations may require. The Board of Directors may approve reasonable variances from compliance with any of the architectural provisions of the Declaration, Supplemental Declaration and Architectural Committee Rules on such terms and conditions as it shall require; provided that all such variances shall be in keeping with the general plan for the Improvement and development of the Northpark

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Maintenance Association. All variances must be approved by the Board, evidenced in writing, and signed by at least two (2) officers of the Maintenance Association certifying such Board approval. If a variance is granted, no violation of the Declaration, Supplemental Declaration or Architectural Committee Rules shall be deemed to have occurred with respect to the matter for which the variance was granted. The granting of a variance shall not operate to waive any of the terms and provisions of the Declaration, Supplemental Declaration or Architectural Committee Rules for any purpose except as to the particular property and particular provision hereof covered by the variance, nor shall it affect in any way the Owner's obligation to comply with all governmental laws and regulations affecting Owner's use of the property including, but not limited to, zoning ordinances and Lot setback lines or any other requirements imposed by the City or any other governmental authority.

- K. Inspection During Course of Construction.** The Architectural Committee or its duly authorized representative may enter onto any Lot, from time to time, as provided below during the course of construction or installation of any Improvements or Construction Activity for the purpose of inspecting such construction and/or installation. If the Architectural Committee determines that such construction and/or installation is not being constructed in substantial compliance with the approved plans and specifications, it shall notify the Owner of the subject Lot of such non-compliance. The Architectural Committee may not enter onto a Lot without obtaining the prior permission of the Owner or occupant of such Lot; provided, however, that such prior permission shall not be unreasonably withheld by an Owner and shall be given for entry by the Architectural Committee during the daylight hours within forty-eight (48) hours of the request for entry.
- L. Notice of Completion.** Upon completion or expiration of the allotted completion period of any construction or reconstruction or the alteration or refinishing of any Improvements, or upon the completion or expiration of the allotted completion period of any other work for which approved plans and specifications are required, the Owner shall give written notice of completion thereof to the Architectural Committee.
- M. Notice of Completion Inspection.** Within sixty (60) days of receipt of the Notice of Completion from an Owner or the expiration of the allotted completion period, the Architectural Committee, or its duly authorized representative, shall have the right to enter onto the subject Lot, as provided above, to inspect such Improvement to determine whether it was constructed, reconstructed, altered or refinished to substantial compliance with the approved plans and specifications. If the Architectural Committee finds that such construction, reconstruction, alteration or refinishing was not completed in substantial compliance with the approved plans and specifications, it shall notify the Owner in writing of such non-compliance within thirty (30) days of the actual inspection of the Lot, specifying the particulars of non-compliance, and shall require the Owner to remedy such non-compliance.
- N. Cure of Non-Compliance.** If, upon the expiration of sixty (60) days from the date of notification of non-compliance, the Owner shall have failed to remedy such non-compliance, the Architectural Committee shall submit the non-compliance to the

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Board of Directors. Upon Notice and Hearing, the Board shall determine whether there is a noncompliance and, if so, the nature thereof and the estimated cost of correcting or removing the same. If a non-compliance exists, the Owner must remedy or remove the same within a period of not more than forty-five (45) days from the date that the notice of the Board ruling is given to the Owner. If the Owner does not comply with the Board ruling within that period, the Board may take appropriate action to remedy the noncompliance.

- O. Failure to Notify.** If for any reason the Architectural Committee fails to notify the Owner of any non-compliance within sixty (60) days after receipt of said Notice of Completion from the Owner, the Improvement shall be deemed to be in compliance with plans and specifications approved by the Architectural Committee.
- P. Enforcement Policy.** In the event an Improvement was commenced without the required approval of the Architectural Committee, or, if such Improvement was not completed within the time limitation established for such Improvement in the Architectural Committee Rules or in substantial conformance with the approved plans and specifications, the Improvement can / may be a violation of the CC&R's and Architectural Committee Rules. In such events, Management is empowered to issue a Stop Work (or Cease and Desist) Order to the Homeowner. The Stop Work (or Cease and Desist) Order will be delivered and/or posted at the job site and copy of the order mailed to the Owner. Continuing work beyond the Stop Work issuance and / or failing to promptly correct the non-compliant Improvements may subject the Owner to hearings, fines and any other legal remedies which the Association may be entitled pursuant to the CC&R's and the laws of the State of California.
- Q. No Waiver of Future Approvals.** The approval by the Architectural Committee of any proposals or plans and specifications or drawings for any work done or proposed or in connection with any other matter requiring the approval and consent of the Architectural Committee shall not be deemed to constitute a waiver of any right to withhold approval of or to consent to any similar proposals, plans and specifications, drawings or any matter whatsoever that is subsequently or additionally submitted for approval.
- R. Release of Liability.** Neither the Association, the Architectural Committee, nor any officers, directors, employees, agents and/or members of any thereof shall be liable in damages or otherwise to anyone submitting plans or specifications to the Architectural Committee for approval, or to any Owner of Lots affected by the Restrictions or to any other person or entity for any loss, damage or injury arising out of or in any way connected with the performance of the Architectural Committee's duties hereunder.

IMPROVEMENTS REQUIRING APPROVAL - III

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III IMPROVEMENTS REQUIRING APPROVAL

No construction, development, painting, alteration, grading, addition, installation, landscaping or modification thereof, excavation, modification, decoration, redecoration or reconstruction of an Improvement in the Residential Area of Properties (including the Common Area therein) or the Maintenance Property, or any other activity within the jurisdiction of the Architectural Committee pursuant to the Declaration (collectively, "Construction Activities") may be commenced or maintained until the plans and specifications therefor showing the nature, design, kind, shape, height, width, color, materials, location and other aspects of the same have been submitted to the Architectural Committee and approved in writing by the Architectural Committee. Construction Activities include the construction, installation, alteration and modification of solar energy systems, as defined in the California Civil Code, subject to the provisions of California Civil Code and other applicable governmental laws, ordinances and regulations.

Except for those Improvements or Construction Activities deemed pre-approved as prescribed in Article VIII, Section 8.11 of the CC&R's and set forth in the Architectural Committee Rules, the Improvements subject to the Architectural Committee's approval shall be broadly construed and shall include but are not limited to the following:

- A. **Structures and Additions.** Construction or installation of new structures or additions to structures, including but not limited to fences, walls, pools, spas, balconies, patios, patio enclosures, screens, canopies, awnings, air conditioners and condensers, pool equipment, exterior shutters, sport equipment, play structures, arbors, solar panels or exterior wiring;
- B. **Landscaping.** New or modification of existing landscape and hardscape;
- C. **Exterior Surfaces.** Alteration of exterior elements of existing structures, including but not limited to paint, windows, doors, siding and roofing;
- D. **Signs.** Installation or display of signs, posters, flag poles, flags or banners in areas exposed to public view, except (i) "For Sale" or "For Rent" signs that do not exceed sizes allowed by City Ordinance, and (ii) non-commercial signs, posters, flags or banners which the Association is required by Civil Code Section 4710 to allow;
- E. **Drainage.** Interference with or alteration of storm drainage systems;
- F. **Excavations.** The grading, excavation, filling or other similar disturbances to the existing surface of the land; and
- G. **Demolition.** The demolition, destruction or removal of any existing Improvement.

HOME IMPROVEMENT APPLICATION PROCEDURES - IV

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IV HOME IMPROVEMENT APPLICATION PROCEDURES

Approval is required from the Architectural Committee prior to demolition, alteration and construction for all Improvements that fall under the criteria contained in the Architectural Committee Rules. For those Applicants in need of additional assistance or assurance, the Association's consulting Architect is available by appointment for a "Design Workshop" to offer insights on preliminary designs and answer questions regarding the process and Architectural Committee Rules. Appointments must be coordinated and fees paid through Management.

A submittal package must include: 1) a fully completed Home Improvement Application, 2) Fee and Deposit, 3) the required sets of plans or drawings, 4) the appropriately completed Neighbor Awareness form and all other forms and information required (see Exhibit C – Submission Standards Checklist) before it will be deemed complete. All drawings, elevations, plans, specifications, material and color samples must be submitted in sufficient detail to make all aspects of your proposed Improvement project clearly understandable, and in conformance with the provisions outlined below.

A. Home Improvement Application.

1. Only Members of Northpark or a designated agent on behalf of a Member may submit a Home Improvement Application. All requests for the approval of Improvements must be made on the appropriate Home Improvement Application form (Exhibit A). An incomplete Application will be returned to the Homeowner. The Application will be deemed "received" only if complete in all respects, including receipt of the proper number of copies of plans and sufficient information upon which a proper review can be made. A duplicate electronic submittal in Portable Document Format (PDF) must also be submitted.
2. In the case of room additions, remodels or other Improvements, which, by their nature, involve multiple aspects of architectural approval (such as roofs, walls, paint, etc.), a complete Application must include full information on each aspect of the Improvements that require approval hereunder. By way of example, a large scale remodel, which contemplates a room addition, new roof, and new paint, will not be considered a complete application until all required information for the remodel (including paint and roofing material illustrations and specifications) is submitted for approval.
3. Applicant / Owners are permitted to seek changes to the proposed Improvement after approval (including color changes, etc.); however, these changes must be submitted and approved before any change is implemented. It is the Owner's responsibility to submit for such change sufficiently in advance to permit the Architectural Committee time to review the change.
4. The Management Company, on behalf of the Architectural Committee, will notify the Applicant / Owner when it has received a complete submission package. As part of this notification, the Applicant / Owner will receive notice of the Architectural Committee meeting at which the plans will be reviewed and voted upon.

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5. Any incomplete submittal will be returned to the Applicant / Owner along with a copy of a checklist noting the area(s) of deficiency.
6. The Architectural Committee will not accept incomplete submittals for consideration. The thirty (30) day plan approval or disapproval requirement commences only upon delivery of a completed Home Improvement Application with all required information and materials delivered to the Management Company as set forth in these Standards.

Application forms may be obtained from, and completed Applications must be mailed or delivered to, the “Management Company.” Any change in Management Company made by the Board shall constitute a change in the terms “Management” and “Management Company” for the purposes of these Standards.

Applications must not be submitted to, and will not be accepted by, individual Board members or individual members of the Architectural Committee.

- B. Category of Improvements.** Improvements requiring approval shall be categorized as set forth in Section IV.H. The Architectural Committee, at its sole discretion, shall categorize each project upon receiving a Home Improvement Application if they believe the Category selected by the Applicant does not accurately reflect the scope of the proposed Improvements.

- C. Drawings, Plans and Specifications.**

Building plans are to be prepared and stamped by an Architect licensed by the State of California or other person approved by the Committee. Landscape plans are to be prepared and stamped by a Landscape Architect licensed by the State of California or other person approved by the Committee.

Two (2) sets of drawings or plans (including specifications) and an electronic copy in Portable Document Format (PDF) must be submitted, depending on the type of Improvement, with your completed Application. These drawings, plans and specifications are to be prepared in accordance with applicable building codes and with clarity and completeness following industry standards. The following outline of plan requirements should be used as a guideline in preparing complete final drawings, plans and specifications to adequately describe the proposed work. Content requirements for approval by the Architectural Committee may differ from those required for building permits. The Committee at its discretion may require additional information to evaluate the Application or proposed Improvement(s).

1. Site Plan.

- a. Indicate accurate and complete legal description, address, owner’s name, north arrow, scale of drawings, and a brief narrative description of the work.
- b. Show lot lines accurately as to length, angle, and amount of curve.
- c. Show all existing and proposed building, structures, fences, walls, sidewalks, trees and other Improvements. Clearly identify which

HOME IMPROVEMENT APPLICATION PROCEDURES - IV

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Improvements will be removed, remain or are proposed. Clearly identify their heights.

- d. Indicate all required setbacks, easements, street right-of-ways and top or toe of slopes.
 - e. Provide a calculation table of individual square footage of the existing and proposed living area per floor, garage, covered patios, loggias, porches and freestanding roofed accessory structures. Provide the Lot Area coverage.
 - f. Show all dimensions on work to be considered; distances between existing and proposed work, and distances between proposed work and property lines, setback lines, easements and slopes.
 - g. Include site photos of all surrounding conditions adjacent to the location of the proposed Improvements including neighboring properties and streets.
 - h. Indicate noise-generating appliances (air conditioning compressors, pool and spa equipment) with dimensional relationships to affected neighbor's residence.
 - i. If Applicant is placing temporary construction fencing, the fencing placement must be indicated along with a description of height and composition.
2. **Topographic Survey.** Show existing property lines, grade contour, top and bottom of slopes, portions of the property subject to maintenance easements in favor of the Association, location and height of walls, fences and structures, finished floor heights and top of roof / ridge heights.
3. **Grading Plan.**
- a. Show proposed contours, flow lines and finish grades.
 - b. Changes of finished grade must be accompanied by a grading plan prepared by a registered Civil Engineer, Professional Engineer or licensed Architect or Landscape Architect. The site plan and grading plan may be incorporated into the same drawing.
4. **Floor Plan.**
- a. Indicate all walls, columns, openings, and any condition feature that will affect the exterior design of the structure.
 - b. Indicate the relationship of proposed Improvements and existing condition, including dimensions and heights.
 - c. Specify individual square footage of existing and proposed Improvements.
5. **Landscape Plan.** Indicate a complete scope of work including proposed and "existing to remain" elements. Include grading, irrigation and drainage systems, driveways, walks and hardscape, planting area, planters, decks, fences and walls, stairs, trellises, arbors, gazebos, pools, spas, ponds, fountains, waterfalls, waterslides, ground covers, shrubs, trees, ornamental boulders, recreation areas,

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courtyards, courtyard lighting, apparatus, fireplaces, fire pits, light poles, planting plan, plant legend and any other Improvements.

6. **Pool Plan.** Includes pools, spas, hot tubs, waterslides, heating and filtering equipment, enclosures, screening and drainage. Pools, spas, hot tubs, etc. and related systems may not be placed within Easements, Non-Buildable Landscape Zones or Common Areas.
7. **Mechanical and Solar Energy Plans.** Include all mechanical devices exposed to the exterior and all solar collectors, racks, storage facilities and distribution components.
8. **Exterior Colors and Finishes.** For any proposed modification of exterior material and any exterior painting, the following must be included:
 - a. A color sample board and Exhibit F or an exterior elevation drawing of the home with true color chips attached clearly noting where colors are to be used.
 - b. Samples or illustrations of exterior finish and roofing material. Material samples are not required when drawings indicate “material to match existing.” The plan must then specify the material.
 - c. Photos of the home and adjacent homes.
9. **Specifications.** List materials and finishes and, if applicable, the method of installation or application. Describe the weight, thickness, and other characteristics of any uncommon materials.
10. **Roof Plan.**
 - a. Show all existing and proposed roofs with slope pitches and overhang dimensions noted. Indicate the heights of roof ridges above the finished grade.
 - b. Designate existing and proposed roofing material and skylights. Be specific as to product type and color.
 - c. Indicate any unusual conditions and details involved in or resulting from the work.
11. **Elevations.**
 - a. Provide exterior elevations of all sides of the structures and delineate all parts of the exterior that cannot be shown on an elevation.
 - b. Note all proposed building materials. For Improvements or additions, note if the finish is to match existing finish.
 - c. Delineate the height of all proposed and existing Improvements in relation to existing grade.
12. **Fence and Wall Plans.**
 - a. Drawings shall include specification of materials, color and height.
 - b. Heights must be shown in relation to adjacent ground elevations. If the ground elevation is to be altered, this must be shown as well and heights

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are to be measured and shown from existing grades and from the proposed grades.

- 13. Site or Building Sections.** Changes in finished grade must be shown by section views and other clear and complete explanations of the scope of work.
- D. Story Poles.** For new homes, additions and accessory structures which exceed the height of the property line fence / wall, story poles (poles and strings which depict the proposed Improvement) may be required to assist the Architectural Committee in evaluating the proposed Improvement. Story poles, when requested by the Architectural Committee, must be in place a minimum of two (2) weeks prior to a decision by the Architectural Committee to allow viewing of the story poles.
- E. Neighbor Awareness.** Because the proposed Improvements may affect your neighbors, and the Architectural Committee would like the early identification of potential conflict, it is important that neighbors be apprised of the proposed Improvements. A completed Neighbor Awareness form (Exhibit D) must be submitted with each Application in addition to a copy of the submitted plans bearing the neighbors' signatures. An alternate method of notification is copies of receipts of Certified Letters mailed to all adjacent, facing and impacted neighbors. The use of the Certified Letter option may only be used after multiple attempts to contact the neighbor have failed. The Certified Letter must include a written description of the proposed Improvements and the exhibits (drawings, plans, etc.) illustrating the Improvements. The notice will ask each Owner to review the proposed Improvement and request that any comments or objections must be made, in writing, to the Management Company. The Management Company will forward all comments/concerns to the Architectural Committee for its consideration in the review process. To facilitate the process, and to minimize the time required for review, the Applicant / Owner is encouraged to make impacted neighbors aware of the plans as early as possible in the planning process.
- F. City and Other Approvals.** In addition to the approvals by the Architectural Committee required as hereinabove set forth, in undertaking any activity contemplated in the Declaration or the Architectural Committee Rules, each Owner and not the Architectural Committee shall be responsible for complying with all laws, codes, regulations and rules of and/or administered by the City and/or County in which the Property is located and any political subdivision thereof. Without in any way limiting the foregoing, each Owner shall be obligated to obtain a building permit from the City of Irvine Building Division prior to commencing, constructing, erecting, placing, altering or implementing any hardscape, landscape, patio covers, gazebos, equipment, water features, swimming pool, spa or other structures on a Lot. The Architectural Committee shall not be responsible for reviewing, nor shall its approval be deemed approval of any plan or design from the standpoint of structural safety or conformance with building, zoning or other codes, use permits, regulations, City design review requirements, or any other governmental requirement or restriction. Architectural Committee approval of any Improvements shall not be deemed the approval of such Improvements from a structural standpoint and the Architectural Committee shall have no obligation to review a proposed Improvement from a structural standpoint.

HOME IMPROVEMENT APPLICATION PROCEDURES - IV

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G. Required Submittal Documents: Following is a chart that sets forth the minimum submittal requirements for each of the Application Categories. Refer to IV.H for the Application Category and the Submittal Checklist for the specific plan requirements. The Architectural Committee may require additional submittal materials at its discretion. Refer to the Northpark Architectural Committee Rules and the CC&R's while using the Submittal Checklist. If there are any questions about the specific requirements for your application, please call the Management Company to verify the information. Incomplete submittals will be denied and may delay the approval of your proposed Improvements.

		LEGEND R Required for Submittal SA Submit as Applicable NR Not Required	SUBMITTAL DOCUMENTS														
			Application and Agreement	Design and Construction Team Contact	General Conditions of Approval	Site Plan	Grading Plan / Topographic Survey	Floor Plans	Roof Plan	Building Sections	Exterior Elevations	Color, Finishes and Materials	Details	Hardscape Plan	Planting Plan	Specifications	Photographs
APPLICATION CATEGORY	1	Major Architectural – New Homes or additional floor area 200 square feet or greater or an accumulation of more than 3 Moderate Architectural items.	R	R	R	R	SA	R	R	SA	R	R	SA	SA	SA	R	R
	2	Moderate Architectural – Room additions, cabanas, pool houses less than 200 square feet, etc. or an accumulation of more than 3 Minor Modification items.	R	R	R	R	SA	R	R	SA	R	R	SA	SA	SA	R	R
	3	Major Landscape – Both rear <u>and</u> front yard hardscape or landscape modifications or an accumulation of more than 3 Moderate Landscape items.	R	R	R	R	SA	SA	SA	NR	R	R	SA	R	R	R	R
	4	Moderate Landscape – Front yard <u>only</u> 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.	R	R	R	R	SA	SA	SA	NR	SA	R	SA	R	R	R	R
	5	Minor Modification – Garage doors, windows and door replacement, roof replacement, tree, spa, fire pit, fence, PV solar panels, exterior paint, etc.	R	R	R	SA	SA	SA	SA	NR	SA	R	SA	SA	SA	R	R

HOME IMPROVEMENT APPLICATION PROCEDURES - IV

Northpark Maintenance Association

H. Application Category Fees and Deposits: Unless waived by the Architectural Committee, the following fees and deposits must be submitted with each Application to be considered a complete Application for processing.

APPLICATION CATEGORY	NO	DESCRIPTION	SUBMITTAL FEE	PERFORMANCE DEPOSIT ²	NUMBER OF DESIGN REVIEWS	NUMBER OF NOTICE OF COMPLETION REVIEWS
	1	Major Architectural – New Homes or additional floor area 200 square feet or greater or an accumulation of more than 3 Moderate Architectural items. ¹ Includes photo or onsite Notice of Completion.	\$425	\$500	2	1
					4 th review: \$225	
	2	Moderate Architectural – Room additions, cabanas, pool houses less than 200 square feet, etc. or an accumulation of more than 3 Minor Modification items. ¹ Includes photo or onsite Notice of Completion.	\$325	\$500	2	1
					4 th review: \$125	
	3	Major Landscape – Both rear <u>and</u> front yard hardscape or landscape modifications or an accumulation of more than 3 Moderate Landscape items. ¹ Includes photo or onsite Notice of Completion.	\$375	\$500	2	1
					4 th review: \$250	
	4	Moderate Landscape – Front yard <u>only</u> 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 photo or onsite Notice of Completion.	\$300	\$500	2	1
					4 th review: \$200	
	5a	Minor Modifications – Master color palette paint schemes (no substitutions or alterations), Master color palette paint options for shutters, front door, and wrought iron only solar panels. Includes photo Notice of Completion.	\$175	\$500	2	1
4 th review: \$100						
5b	Minor Modifications - Plant material changes (minimal or no hardscape using approved plant palette), garage doors, windows and door replacement, roof replacement, tree, fire pit, fence, etc. Includes photo Notice of Completion.	Waived if reviewed by Board or \$175	Waived or \$500 at Board discretion			
6	Custom Paint Schemes – Custom color schemes for paint color changes for entire home or an accumulation of three or more facets.	\$450	\$500	2	1	
	Custom Paint Schemes – Custom color schemes for shutters, front door, and wrought iron only..	\$175				
7	Paint - No color change and/or with original builder color scheme. Requires notification and documentation of before and after photos to management. Variances will incur additional fees.	No charge	0	n/a	n/a	

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8	Design Workshop – At offices of association’s architect. ASLA’s contract does not offer this. Ask ALSA to confirm if this is a service they can/will provide? If so, contract needs to be amended to reflect Design Workshop.	\$175/up to 45 minutes	\$0	0	0
9	Variance requests - Any request that deviates from what is allowed in the Architectural Committee Rules or CC&R’s and requires a variance. The request may or may not be approved. Approval by the Association does not in any way guarantee that a similar variance request may be required by or granted by the City of Irvine. Includes up to (1) hour of architectural review time; additional charges may apply. (This fee is in addition to the Submittal Fee) We have not collected a fee for appeals/variance requests. Remove?	\$175 minimum/ please request quote	N/A	0	0

¹ After initial submission, the homeowner is entitled to one resubmission at no additional cost. The fee includes a final Notice of Completion review. Additional reviews and site visits due to compliance-related issues will require additional fees.

² During the time of construction, it is essential that the appearance of Northpark be maintained in an attractive condition and that all Common Area be kept clean and clear of debris. In order to ensure that this is done, a Performance Deposit will be required. After the approval of Working Drawings but prior to the start of construction, the Lot Owner will be required to submit a non-interest bearing refundable deposit to the Association.

This Performance Deposit will be held by the Association until a satisfactory Notice of Completion review has been concluded.

1. The Performance Deposit is to be used only for the following purposes:
 - a. To pay for actual costs incurred by the Association to clean up excess trash and debris allowed to accumulate on the Owner’s Lot, surrounding Lots or Common Area caused by the actions of the Owner, the Owner’s contractor or subcontractors if within 48 hours written notice, the Owner does not cause the excess trash or debris to be removed.
 - b. To pay actual costs incurred by the Association to correct damage to the Common Area caused by the Lot Owner, the Owner’s contractor or subcontractors if not corrected within 7 days written notice. Such costs can include the Association's architect, consultant or attorney’s fees, repairing damage to Association property caused by the Owner’s contractors, or in bringing the Owner into compliance with the Declaration, Architectural Guidelines or municipal ordinances.
 - c. Should the Association be required to use all or a portion of the Performance Deposit for the aforementioned purposes, the owner will be required to supply the funds necessary to restore the deposit account up to the required level within 7 days written notice from the Association. Should the Lot owner wish to appeal any charges made to the deposit account, a written appeal stating the reasons for the appeal must be submitted to the Board. This appeal will be considered at the next regularly scheduled meeting of the Board. Within 7 days of the meeting of the Board in which the appeal has been submitted,

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the Board will inform the Lot owner in writing of the results of the appeal. Within 30 days of the satisfactory Notice of Completion review the Association will refund any unused portion of the construction deposit to the Homeowner who made the deposit with an explanation of any changes made to the deposit account.

- d.** Further, to the extent any work affects any Association property or easement rights, the Board may require an agreement to maintain, repair or replace such Association property and an indemnification, where applicable at the discretion of the Board. This document may be required to be recorded by the homeowner at the discretion of the Board.
 - e.** The Performance Deposit need not be placed in a separate account and no interest will be paid to the Applicant on any Deposit. The Board is not responsible for any loss of interest the Deposit would have otherwise gained for the Applicant.
- 2.** Submittal Fee(s) are to be used to pay for administrative services, professional consultant services such as, but not limited to architect, landscape architect, geotechnical and/or civil engineers depending on Improvements shown on the plans. Additional fees may be charged if needed for additional technical services.

APPLICATION AND CONSTRUCTION PROCESS - V

Northpark Maintenance Association

V APPLICATION AND CONSTRUCTION PROCESS

- A. **Basis for Decisions.** The Architectural Committee shall steward the external design, appearance and location of the properties and of Improvements thereon in such a manner as to (a) promote those qualities in the environment which bring value to the properties, (b) foster the attractiveness and the functional utility of the community as a place to live, including a harmonious relationship among structures, landscaping and topography, (c) ascertain that the treatment of improved and open spaces relate harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed Improvement, and (d) protect neighboring Owners by ensuring that reasonable provisions have been made for such matters as surface water drainage, sound and sight buffers, the preservation of light and air, and other matters which may have substantial effects on neighboring property. Decisions regarding approval or denial of an Application will be based on the specific criteria and requirements set forth in the CC&R's and the Architectural Committee Rules. The Application will be evaluated on the individual merits of the proposed Improvements and will take into consideration the specific dwelling and individual Lot, as well as the following:
1. **Governing Documents.** The location, manner and height of the proposed home, addition, structures, landscape or Improvements are consistent with the CC&R's and the Architectural Committee Rules. Verification that the proposed Improvement is not prohibited by the CC&R's Article VII;
 2. **Maintenance and Compliance Burden.** The location, manner and height of the proposed home, addition, structures, landscape or Improvements will not impose an unreasonable maintenance or increased compliance burden on the Association;
 3. **Impact to Adjacent Neighbors.** The location, manner and height of the proposed home, addition, structures, landscape or Improvements will not have an unreasonable effect (including reasonable privacy claims) on other properties and the Applicant's neighbors;
 4. **Height Restrictions.** The proposed home, addition, structures or Improvements do not exceed the height limit for the Lot;
 5. **Setback Areas.** The proposed Improvements comply with the setback requirements for the Lot;
 6. **Common Area.** The proposed home, addition, structures and other Improvements are not placed in or project into or over Common Area;
 7. **Design Compatibility, Composition, Conformity and Harmony.** The proposed Improvements are attractive, compatible and in harmony with the architectural characteristics of the existing home and the neighborhood setting;

APPLICATION AND CONSTRUCTION PROCESS - V

Northpark Maintenance Association

8. **Scale.** The size of any proposed Improvement relates well to adjacent structures, the lot size and the surroundings and does not unreasonably encroach on adjacent homes;
 9. **Color.** The roofs, trim, windows and other parts of the proposed home, addition, structure or Improvement are compatible with the color and design of the existing house or are in harmony with the general design and scheme of the neighborhood;
 10. **Materials.** The same or compatible materials, configuration, texture and placement are used to establish design continuity.
 11. **Design and Workmanship.** The quality of the design and work is equal to or better than that of the surrounding area.
- B. **Plan Review Period.** In accordance with the CC&R's, the Architectural Committee has a maximum of thirty (30) days from receipt by Management of a completed Application to render a decision on the application. Notification of Approved, Denied or Approved with Conditions will be in writing.
- C. **Disposition of Plans.** Plans and specifications are reviewed and approved solely for compliance with the criteria and requirements set forth in the CC&R's and the Architectural Committee Rules and Section V.A. of this document. By approving such plans and specifications, neither the members of the Architectural Committee, the Association, the Members, Association's Consultants nor the Board assume liability or responsibility therefor or for any defect in any structure constructed from such plans and specifications. Upon approval, approval with conditions or disapproval, or when the Architectural Committee is requesting a clarification or additional information, submitted drawings or plans will be distributed as follows:
1. One set of plans, whether approved, approved with conditions or disapproved, will be retained by the Management Company for its files and for use by the Architectural Committee as its working copy.
 2. One (1) set of approved/approved with conditions plans will be returned to the Applicant via mail along with the Architectural Committee's written decision and conditions (if any). One (1) set of approved plans shall be maintained at the work site at all times during the course of construction until the Architectural Committee (or its designated representative) has made the final inspection.
 3. Applications which are Denied shall enumerate the specific reasons for denial along with the procedure for reconsideration. Applications Approved with Conditions shall enumerate the specific conditions of approval along with the procedure for reconsideration.
- D. **Review by Consulting Architect.** Applications for any Improvement may, at the option of the Architectural Committee, be referred to a consulting Architect. The

APPLICATION AND CONSTRUCTION PROCESS - V

Northpark Maintenance Association

consulting Architect is a third-party professional, experienced in residential design and the Architectural Committee Rules. The consulting Architect will act as an agent of the Association. The Applicant's Submittal Fees shall pay for the consulting Architect's services to review the proposed Improvements for conformance to the Architectural Committee Rules. The review by the consulting Architect is advisory in nature, assisting the Architectural Committee in the review of the Application. Action on all Applications rests with the Architectural Committee, not with the consulting Architect. Notwithstanding other provisions within the Architectural Committee Rules, any Architectural Committee approval period does not commence until and unless Processing Fees and, when necessary, Performance Deposits have been paid and all required information and materials have been submitted to the Architectural Committee for review.

1. The consulting Architect will critique the Application for conformance with the Architectural Committee Rules and, if applicable, recommend methods to make the plans more compatible and harmonious with the neighborhood in accordance with the Architectural Committee Rules.
 2. The consulting Architect may consult with the Architectural Committee or Management during the review process.
 3. The Architectural Committee will require the consulting Architect to complete the review within the prescribed thirty (30) days review period and prior to the regular meeting of the Architectural Committee.
 4. Upon completion of the review, the consulting Architect shall submit written comments and recommendations to the Architectural Committee regarding the Application. The Architectural Committee will evaluate the comments made in the review and will determine which comments will be applicable to the Application and enforced by the Architectural Committee.
 5. The Architectural Committee will provide a written evaluation of the Application to the Applicant with a clear designation of Approval, Denial or Approval with Conditions. Applications which are Denied shall enumerate the specific reasons for denial along with the procedure for reconsideration. Applications Approved with Conditions shall enumerate the specific conditions of approval along with the procedure for reconsideration.
 6. Applicants must incorporate the Conditions of Approval issued by the Architectural Committee into any revised plans prior to construction.
 7. The Architectural Committee shall review re-submitted (previously Denied) Applications. If new changes or revisions are made other than those required or recommended by the consulting Architect or Architectural Committee in the review, the Architectural Committee may elect to send the plans out for an additional review by the consulting Architect at the Applicant's expense.
- E. **Resubmission.** Applications denied by the Architectural Committee must be resubmitted with the minimum exhibits and in the manner set forth in Section IV

APPLICATION AND CONSTRUCTION PROCESS - V

Northpark Maintenance Association

of this document. Response / resubmission to the Architectural Committee's comments or cause for denial may not be submitted in partial or incremental exhibits, letters or e-mails. Only complete submittals will be accepted.

- F. Appeal.** In the event plans and specifications submitted to the Architectural Committee are disapproved thereby, the party or the parties making such submission may appeal in writing to the Board of Directors of the Association.
1. Appeals must be received in writing to the Board of Directors within thirty (30) calendar days after the mailing of denial or approval with conditions.
 2. Upon receiving an Appeal, the Board of Directors of the Association (Management) shall submit such request to the Architectural Committee for review, whose written recommendation will be submitted to the Board of Directors of the Association.
 3. At the Board meeting, the Applicant, Architectural Committee Chairman and consulting Architect may present such evidence as they deem appropriate to support their respective contentions that the proposed Improvement complies or does not comply with CC&R's and Architectural Committee Rules. After the conclusion of such presentations, the Board shall either sustain the Architectural Committee's disapproval, reverse the disapproval, or reverse the disapproval with modifications; provided, however, that a reversal (with or without modifications) requires an affirmative vote by a majority of the Directors present, provided a quorum is established.
 4. Within forty-five (45) days following receipt of the request for appeal, the Board of Directors of the Association shall render its written decision. If a consulting Architect's review was obtained, the consulting Architect may also be called to appear by either the Architectural Committee or Board of Directors. The Applicant shall reimburse the Association for the cost of an appearance by the consulting Architect.
 5. The decision of the Board of Directors will be final.
- G. City Approval.** Category 1 and 2 Improvements require the submittal of City-approved plans for review by the Architectural Committee. The City-approved plans will be compared to the Association-approved plans and evaluated for design consistency.
- H. Project Start.** Unless extensions are granted in writing or Improvements are required to be accelerated as part of a compliance action, substantial construction must commence within six (6) months of Architectural Committee Approval and or City Approval (not before). If any work is not commenced within the time period listed above, the Architectural Committee's approval of the intended Improvements may be deemed expired and such Improvements may require a new submission before the Member is allowed to commence the Improvement or Construction Activity.

APPLICATION AND CONSTRUCTION PROCESS - V

Northpark Maintenance Association

- I. **Project Completion.** Improvement projects that remain uncompleted for long periods of time are an eyesore and can be a nuisance and safety hazard for neighbors and the community. Therefore:
1. Unless extensions are granted in writing or Improvements are required to be accelerated as part of a compliance action, construction, once begun, shall be performed as promptly and as diligently as possible and completed, with Notice of Completion filed with the Association, within twelve (12) months for Category 1 and 2 Improvements and six (6) months for all other category of Improvements.
 2. Any Improvement project not completed within the prescribed time period for construction may be deemed a violation of the Architectural Committee Rules.
 3. Upon notice to the Owner that the project has exceeded the allotted time period for construction, one or more extension periods may be granted at the discretion of the Architectural Committee in order to complete all remaining construction.
 4. If the allotted period for construction has expired without extension, the Association, acting through the Board, may at its sole option rescind the permission for construction, may grant the Owner further extension, or may fine the Homeowner, after a Noticed Hearing, for each month the construction is not complete after the expiration of the allotted period.
- J. **Inspection During Course of Construction.** The Architectural Committee or its duly authorized representative may enter onto any Lot, from time to time, as provided below during the course of construction or installation of any Improvements for the purpose of inspecting such construction and/or installation. If the Architectural Committee determines that such construction and/or installation is not being done in substantial compliance with the approved plans and specifications, it shall notify the Owner of the subject Lot of such non-compliance. The Architectural Committee may not enter onto a Lot without obtaining the prior permission of the Owner or occupant of such Lot; provided, however, that such prior permission shall not be unreasonably withheld by an Owner and shall be given for entry by the Architectural Committee during the daylight hours within forty-eight (48) hours of the request for entry.
- K. **Notice of Completion.** Upon completion or expiration of the allotted completion period of any construction or reconstruction or the alteration or refinishing of any Improvements, or upon the completion or expiration of the allotted completion period of any other work for which approved plans and specifications are required, the Owner shall give written notice of completion thereof to the Architectural Committee.
- L. **Notice of Completion Inspection.** Within sixty (60) days of receipt of the Notice of Completion from an Owner or the expiration of the allotted completion period,

APPLICATION AND CONSTRUCTION PROCESS - V

Northpark Maintenance Association

the Architectural Committee, or its duly authorized representative, shall have the right to enter onto the subject Lot, as provided above, to inspect such Improvement to determine whether it was constructed, reconstructed, altered or refinished in substantial compliance with the approved plans and specifications. If the Architectural Committee finds that such construction, reconstruction, alteration or refinishing was not completed in substantial compliance with the approved plans and specifications, it shall notify the Owner in writing of such non-compliance within sixty (60) days of the actual inspection of the Lot, specifying the particulars of non-compliance, and shall require the Owner to remedy such non-compliance. The Architectural Committee's rights of inspection shall not terminate pursuant to this paragraph if plans for the work of Improvement have not previously been submitted to and approved (or determined exempt) in writing by the Architectural Committee.

HOME IMPROVEMENT APPLICATION – EXHIBIT A

Northpark Maintenance Association

When complete, mail this form and all required information to:

Architectural Committee
Northpark Maintenance Association
C/O Crummack Huseby Property Management
25531 Commercentre Drive, Suite 100
Lake Forest, CA 92630

Date Received by Management _____

IMPORTANT DISCLOSURE: Pursuant to Civil Code, a proposed architectural change may not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), or a building code or other applicable law governing land use or public safety (collectively, "Laws and Codes"). Neither the Association's agent(s), the Board, nor the Architectural Committee ("AC") reviewing your application for property Improvement(s) is responsible for becoming knowledgeable of, or interpreting, or enforcing the Laws and Codes that may be applicable to the subject improvement(s), and, therefore, neither the AC nor the Board shall confirm compliance or noncompliance with any of the Laws and Codes as part of the review process. Accordingly, the Applicant is responsible for confirming compliance with the Laws and Codes, and any approval by the AC or the Board shall not be deemed a statement, representation, or warranty that your plans are in compliance with the Laws and Codes. Further, any approval is conditioned upon all the proposed Improvements complying with all applicable Laws and Codes, and to the extent any of the proposed Improvements violate any of the applicable Laws and Codes, any approval given shall be void and of no effect as to the Improvement(s) that violate any of the Laws and Codes.

NAME: _____ DATE: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

E-MAIL: _____ HOME / WORK / CELL PHONE: _____

PROPOSED START DATE _____ COMPLETION DATE: _____

APPLICATION REVIEW FEE: \$ _____ PERFORMANCE DEPOSIT: \$ _____

Please check the appropriate box for the Category of Application being requested. Refer to the Application Category in Section IV.H of the Home Improvement Application, Procedures, Process and Forms package.

1 2 3 4 5 6 (Design Workshop)

PROJECTS BEING SUBMITTED: (Please check appropriate items)

ARCHITECTURAL

___ AWNINGS(S)
___ BALCONY
___ GAZEBO(S)
___ GREEN HOUSE
___ LIGHTING
___ PATIO COVER(S)
___ PAINTING
___ GUTTERS/ DOWNSPOUTS
___ SKYLIGHTS
___ ROOM ADDITION
___ DOORS AND/OR WINDOWS
___ PAVILION
___ ROOFING REPLACEMENT
___ SIDING REPLACEMENT
___ GARAGE DOOR

LANDSCAPE/HARDSCAPE

___ DRAINS
___ FENCE(S)/WALL(S):
___ FRONT
___ SIDE
___ REAR
___ RETAINING
___ RELOCATION
___ LANDSCAPE:
___ FRONT
___ REAR
___ HARDSCAPE
___ FRONT
___ REAR

EQUIPMENT

___ AC CONDENSER
___ SPORT EQUIPMENT
___ PLAYHOUSE
___ POOL and EQUIPMENT
___ SPA and EQUIPMENT
___ SOLAR PANELS
___ PLAYGROUND EQUIPMENT
___ FIRE PIT
___ FIREPLACE
___ OUTDOOR KITCHEN
___ CLOTHESLINE
___ FLAG OR BANNER
___ FOUNTAIN OR WATER FEATURE

OTHER: _____

PROJECT DESCRIPTION: _____

MEMBER'S SIGNATURE _____

DATE _____

DESIGN REVIEW COMMITTEE DECISION:

- () Approved
() Approved with Conditions
() Denied
() Re-submittal required with the following additional information: _____

DESIGN AND CONSTRUCTION TEAM CONTACT – EXHIBIT B
Northpark Maintenance Association

OWNER: _____

PROPERTY ADDRESS: _____

E-MAIL: _____ PHONE: _____

ARCHITECT / DESIGNER: _____

E-MAIL: _____ PHONE: _____

LANDSCAPE ARCHITECT / DESIGNER: _____

E-MAIL: _____ PHONE: _____

GENERAL CONTRACTOR: _____

E-MAIL: _____ PHONE: _____

LANDSCAPE CONTRACTOR: _____

E-MAIL: _____ PHONE: _____

POOL CONTRACTOR: _____

E-MAIL: _____ PHONE: _____

STRUCTURAL ENGINEER: _____

E-MAIL: _____ PHONE: _____

SOILS ENGINEER: _____

E-MAIL: _____ PHONE: _____

POOL ENGINEER: _____

E-MAIL: _____ PHONE: _____

ENGINEER: _____

E-MAIL: _____ PHONE: _____

CONTRACTOR: _____

E-MAIL: _____ PHONE: _____

SUBMISSION STANDARDS CHECKLIST – EXHIBIT C

Northpark Maintenance Association

Northpark Maintenance Association is professionally managed by Crummack Huseby Property Management. All Applications must be mailed or delivered to:

**Architectural Committee
Northpark Maintenance Association
C/O Crummack Huseby Property Management
25531 Commercentre Drive, Suite 100
Lake Forest, CA 92630**

In order for your plans to be processed in a timely manner, please make sure that they are complete with the following items as enumerated below with the **two (2) copies** and an electronic version in Portable Document format (**PDF**):

The Applicant reviews the Architectural Committee Rules and prepares plans depicting the proposed new Improvements. To expedite the approval of submitted Application packages, they must include at a minimum each of the items detailed in the following information. Application packages that do not contain required details may be returned incomplete and will require re-submittal.

Plans submitted for review shall be drawn at the minimum scales listed below:

Site Plan / Grading Plan at 1"=10' or 1/8" = 1'-0"
Roof Plan at 1/4" = 1'-0"
Floor Plan at 1/4" = 1'-0"
Elevations at 1/4" = 1'-0"
Sections at 1/4" = 1'-0"
Fence and Wall Plans at 1/8" = 1'-0"
Landscape and Hardscape Plans at 1/8" = 1'-0"

All Application submissions for Architectural Committee review shall include, where applicable, the following:

New Homes / Additions / Remodels / Exterior Modification:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Description of materials to be used and where (specifications)
- A topographic survey which includes existing slopes and contours, finish floor heights, existing top of ridge / roof, fences, pools, spa and other Improvements

Northpark Maintenance Association

- Accurately scaled and dimensioned floor plans, roof plans and exterior elevations of the proposed and existing structures. Existing structures may be illustrated with photos. Exterior elevations are to illustrate gutters and downspouts, windows, doors, finishes and other architectural features.
- Gross Floor Area calculations of the existing and proposed work including total lot coverage as a percentage.
- An accurately scaled and dimensioned site plan / plot plan / grading plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements.
 2. Include property line locations and dimensions, patio areas and easement location(s).
 3. Fences / walls and gates.
 4. Existing and proposed drainage system as well as current slope / drainage pattern and grades.
 5. Lighting type and location.
 6. All required setbacks.
 7. Photos of the existing home or empty Lot.

Landscape / Hardscape:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- An accurately scaled and dimensioned site plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile (illustrated on site plan) of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements
 2. Include property line locations and easement location(s)
 3. All proposed and existing sidewalks and planters
 4. Description of materials to be used and where (specifications)
 5. Description and layout of proposed and existing plants and trees. The description should include common and botanical names and identify the full size of plants and trees at maturity
 6. Existing and proposed sprinkler / irrigation system
 7. Existing and proposed drainage system as well as current slope / drainage pattern and grades
 8. Existing and proposed shade structure(s), arbors, gazebos, trellis, stairs, pools, spas, ornamental rock features and other features
 9. Roof plans and elevations of proposed structures
 10. Fireplace, BBQ grille and/or fire pit location and type
 11. Lighting type and location

12. Walls and fences
13. All required setbacks

Shade Structure / Awnings / Arbors / Gazebos / Pavilions / Play Houses / Patio Roofs:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Description of materials to be used and where (specifications)
- Accurately scaled and dimensioned elevations of the proposed and existing structures
Existing structures may be illustrated with photos
- Paint and material samples
- Gross Floor Area calculations of the existing and proposed work including total lot coverage as a percentage
- An accurately scaled and dimensioned site plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements
 2. Include property line locations and easement location(s)
 3. Lighting type and location
 4. All required setbacks

Fireplaces / Fire Pits / Outdoor Kitchens

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Description of materials to be used and where (specifications)
- Accurately scaled and dimensioned elevations of the proposed and existing structures
Existing structures may be illustrated with photos
- Paint and material samples
- Floor area calculations of the existing and proposed work including total lot coverage as a percentage only if the Improvements are roofed / covered
- An accurately scaled and dimensioned site plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements
 2. Include property line locations and easement location(s)

3. Lighting type and location
4. All required setbacks

Exterior Color and Finishes (Painting and Siding):

- Completed Application
- Review Fee
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Paint chip samples describing where paint will be used (trim, siding, door, etc.)
- Exterior photos identifying where color will be applied or digitally rendered photo using coloring software
- Exterior photos of adjacent homes

Note: Adjacent homes (next door) may not have the same color palette

Roofing / Skylights / Solar Panels:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Sample or color photos and literature of roofing materials
- If adding skylights, provide literature describing and illustrating the skylights. Provide an accurately scaled roof plan showing the exact size and location of the skylights.
- If providing solar panels, provide literature describing and illustrating the solar panels. Provide an accurately scaled plan showing the location of the proposed panels and support equipment.

Window / Door Replacement:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Sample or color photos and literature of window / door materials clearly identified
- Floor Plan showing the location of proposed window / door replacement
- Photos of exterior of home

Garage Door Replacement:

- Completed Application

- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Photo of the existing garage door
- Color photos or literature of proposed door with materials and colors identified

Fences / Walls / Gates:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Description of materials to be used and where
- Accurately scaled and dimensioned elevations or brochure illustrations of the proposed and existing fences / walls or gates. Existing fences / walls or gates may be illustrated with photos
- Paint or stain samples if the fence / wall or gate is to be painted or stained
- An accurately scaled and dimensioned site plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements
 2. Include property line locations and easement location(s)
 3. Proposed and existing fences / walls / gates and guardrails
 4. Lighting type and location (if any)
 5. All required setbacks

Spas / Pools / Water Features:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form

Two (2) sets of the following:

- Description of materials to be used and where
- Accurately scaled and dimensioned spa / fountain plans
- Accurately scaled and dimensioned elevations of proposed and existing structures to support the new spa, pool or fountain. Existing structures may be illustrated with photos.

Northpark Maintenance Association

- Color, composition and height of new fences or walls
- Pump and filter data and noise control measures
- An accurately scaled and dimensioned site plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements
 2. Spa, pool and fountain location
 3. Include property line locations and easement location(s) as applicable
 4. Location and height of new walls or fence required to support the spa / pool / fountain installation
 5. Pump and filter equipment location and noise rating
 6. Solar panels or collectors
 7. Lighting type and location
 8. All required setbacks

Air Conditioning:

- Completed Application
- Review Fee
- Construction Deposit
- Design and Construction Team Contact form
- Neighbor Awareness form
- Signed General Conditions of Approval form
- Two (2) sets of the following:
 - Description of equipment to be used including data on decibel levels
 - An accurately scaled and dimensioned site plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements
 2. Equipment location and required setbacks

Noncommercial Flags / Banners / Signs:

- Completed Application
- Review Fee
- Design and Construction Team Contact form
- Neighbor Awareness
- Two (2) sets of the following:
 - Description, size and quantity of flags, banners or signs to be installed and method of support
 - An accurately scaled and dimensioned site plan and photographs illustrating the location of proposed flag, banner or sign placement

Sports / Play Equipment:

- Completed Application
- Neighbor Awareness form

- Review Fee
- Design and Construction Team Contact form
- Construction Deposit
- Signed General Conditions of Approval form
- Two (2) set of the following:
 - Description of materials to be used and where.
 - Accurately scaled and dimensioned site plans showing the proposed location
 - Accurately scaled and dimensioned elevations of proposed and existing structures to support the equipment / court. Existing structures may be illustrated with photos.
 - Color, composition and height of new fences, walls or landscape screening
 - An accurately scaled and dimensioned site plan illustrating the location of existing and proposed Improvements as well as the following:
 1. Include a profile of applicant's home as well as adjacent homes to clarify their proximity to proposed Improvements
 2. Equipment location
 3. Include property line locations and top of slope location(s) as applicable
 4. Location and height of new walls or fence required to support the equipment installation
 5. Lighting type and location
 6. All required setbacks

NEIGHBOR AWARENESS – EXHIBIT D

Northpark Maintenance Association

**The attached plans were made available to the following neighbors for review:
In addition to this signed form, neighbors are to place their signature on the proposed plans**

Impacted Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Impacted Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Common Area or Back Yard - Rear of Home

Adjacent Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	



Adjacent Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Your Street - Front of Home

Facing Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Facing Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Facing Neighbor	
Address _____	
Print Name _____	
Signature _____	Date _____
Comment _____	
E-Mail _____	

Neighbors have seen the Application and Exhibits being submitted for Architectural Committee Approval (see above verification). If any neighbor has a concern, they should contact the Management Company in writing. Please note that neighbor objections do not in themselves result in denial of the plans but the Architectural Committee may consider the neighbor's objections.

SUBMITTED BY:

Name: _____ Date: _____

Property Address: _____

NOTICE OF COMPLETION – EXHIBIT E
Northpark Maintenance Association

Date: _____

Property Address: _____

Owner's Name: _____ Signature: _____

Mailing Address: _____

E-MAIL: _____ HOME / WORK / CELL PHONE: _____

Completed Per Approval:
I herby notify the Architectural Committee that the above referenced improvement was completed on the above date in conformance with the plans and specifications approved by the Architectural Committee.

Not Completed Per Approval:
I herby notify the Architectural Committee that the above referenced improvement was not completed in conformance with the plans and specifications approved by the Architectural Committee.

Explanation: _____

Type of Work (check one or more):

1 **2** **3** **4** **5**

ARCHITECTURAL

- ___ AWNINGS(S)
- ___ BALCONY
- ___ GAZEBO(S)
- ___ GREEN HOUSE
- ___ LIGHTING
- ___ PATIO COVER(S)
- ___ PAINTING
- ___ GUTTERS/ DOWNSPOUTS
- ___ SKYLIGHTS
- ___ ROOM ADDITION
- ___ DOORS AND/OR WINDOWS
- ___ PAVILION
- ___ ROOFING REPLACEMENT
- ___ SIDING REPLACEMENT
- ___ GARAGE DOOR

LANDSCAPE/HARDSCAPE

- ___ DRAINS
- ___ FENCE(S)/WALL(S):
- ___ FRONT
- ___ SIDE
- ___ REAR
- ___ RETAINING
- ___ RELOCATION
- ___ LANDSCAPE:
- ___ FRONT
- ___ REAR
- ___ HARDSCAPE
- ___ FRONT
- ___ REAR

EQUIPMENT

- ___ AC CONDENSER
- ___ SPORT EQUIPMENT
- ___ PLAYHOUSE
- ___ POOL and EQUIPMENT
- ___ SPA and EQUIPMENT
- ___ SOLAR PANELS
- ___ PLAYGROUND EQUIPMENT
- ___ FIRE PIT
- ___ FIREPLACE
- ___ OUTDOOR KITCHEN
- ___ CLOTHESLINE
- ___ FLAG OR BANNER
- ___ FOUNTAIN OR WATER FEATURE

OTHER: _____

PLEASE ENCLOSE PHOTOGRAPHS OF THE COMPLETED IMPROVEMENTS.
(DO NOT WRITE BELOW THIS LINE)

Inspected by: _____ Date: _____

The Architectural Committee reviewed the Improvements and recommends the following Disposition:

_____ APPROVED: Final review is complete and the Improvements are in general conformance with the approved plans and noted changes are acceptable.

_____ DISAPPROVED: Improvements are **not** in reasonable conformance with the approved plans. Owner shall complete/modify/remove the items noted below. After all items have been corrected, resubmit for final review.

Comments: _____

Northpark Maintenance Association Architectural Committee

Signature

Date

PAINT SUBMITTAL EXAMPLE – EXHIBIT F

Northpark Maintenance Association

Eave/ Fascia: Color #

Main Body: Color #

Shutter: Color #

Trim / Accent: Color #

Front Door: Color #

Garage Door: Color #



Provide a similar photograph of your home and list the color for each of the features identified. Identify the paint manufacturer, paint number and paint name. Provide samples of the colors.

SUBMITTED BY:

Name: _____ Date: _____

Property Address: _____

GENERAL CONDITIONS OF APPROVAL – EXHIBIT H
Northpark Maintenance Association

The following shall be conditions of any Approval and shall be deemed incorporated by reference in all plans or Architectural Committee letters of approval. It shall be the responsibility of the Applicant to ensure that these conditions are enforced upon all persons or firms used, engaged or employed in carrying out any operation or trade in conjunction with the Improvement. The Architectural Committee may condition its approval of plans and specifications with such changes it deems appropriate and may require submission of additional plans and specifications or other information or materials prior to approving or disapproving plans and specifications.

A. Pre-Construction Conference: Prior to commencing construction, the Architectural Committee may require a meeting with the Owner and/or Builder or the designated representatives to review the Community's expectations for conduct and management of construction-related activities. The Owner and Builder shall provide a detailed plan as to the areas to which all construction activity will be confined, including without limitation: size and location for construction material storage, limits of excavation, parking, chemical toilet location, temporary structures, if any (subject to Architectural Committee approval), dumpsters and utility trenching, and methods for protection, such as fencing, barricades, or other means, to be set up prior to commencement of construction.

B. Occupational Safety and Health Act ("OSHA") Compliance: All applicable OSHA regulations and guidelines must be strictly observed at all times.

C. Signs: During construction, no construction signs are permitted to be displayed on any Lot. No other signs shall be displayed on any Lot other than a sign advertising the property for sale as permitted by the Declaration, "Beware of Dogs" signs and "No Soliciting" signs which satisfy the requirements set forth below. This limitation applies to tradesmen's, contractors' and installers' signs of any type, including the signs identifying the Lot as the site of their activities or operations. In general, the Architectural Committee will approve a single sign no greater than 3' x 5' mounted on the construction fencing and no greater than six (6) feet from the ground to the top of the sign. In no event shall banners or multiple signs be permitted.

D. Hours of Operations: All construction operations may be carried on between the hours of 7:00 AM and 7:00 PM on Monday through Friday and 9:00 AM and 6:00 PM on Saturdays. No construction or landscape activities shall be permitted on Sundays or the following holidays: Christmas Eve Day, Christmas Day, New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day. In the event City Ordinances are more restrictive, the City Ordinances shall prevail.

E. Temporary Structure and Storage: No structure of a temporary character will be permitted to remain on any Lot without the written approval of the Architectural Committee. Storage containers (e.g., PODS, etc.) may be on the property a maximum of sixty (60) days.

F. Construction Fencing: Exterior construction activities that will exceed thirty (30) days may at the discretion of the Architectural Committee require construction fencing. Fencing shall have green or black screen material, separate the Lot from the streets and be locked when there is no construction activity.

Northpark Maintenance Association

G. Sanitary Facilities: Each Owner and contractor shall be responsible for providing adequate sanitary facilities for their construction workers. Portable toilets or similar temporary toilet facilities shall be located only on the Lot itself in a location approved by the Architectural Committee and screened from the street. Portable toilets shall be locked when there is no construction activity.

H. Run Off: Appropriate Best Management Practices (BMP's) are to be implemented to control water and construction debris run-off onto adjacent properties, Common Areas, Association-maintained slopes and streets. No refuse or construction materials of any type shall be washed down the gutter/street drains. Concrete trucks washing out spill pans before leaving the construction site shall do so only on the Owner's Lot. The Lot, streets and Common Area are to be cleaned, at least, at the end of each day during construction.

I. Unightly Items: All rubbish, debris and unsightly material or objects of any kind shall be regularly removed from the Lot and will not be allowed to accumulate thereon. Removal shall be made weekly, preferably on Friday, and rubbish will not be allowed to accumulate on streets or Common Areas. The Owner will be responsible for the cost of any trash cleanup work performed by the Association. Owners are prohibited from dumping, burying or burning trash anywhere within the community.

J. Streets and Common Areas: No construction debris or materials such as sand or bricks may be permitted to remain on streets, sidewalks, Association-maintained slopes or Common Areas. All items of such nature must be stored on the Owner's Lot. In the event that any materials are delivered and deposited on the streets, sidewalks or Common Areas, the Owner will be held responsible for the costs involved in cleaning and/or restoring the streets, sidewalks, Association-maintained slopes and Common Areas.

K. Construction Equipment: Trucks, concrete mixers, trailers, trash bins, compressors and other types of construction equipment shall be parked only in areas designated by the Architectural Committee and only for such periods of time as approved by the Architectural Committee. The Owner shall be financially responsible for any equipment removal or necessary repairs required by the Architectural Committee.

L. Dust and Noise: The Owner shall be responsible for controlling dust and noise from any construction on his Lot. No loud radio noise or conversation volume which can be heard from Common Areas or adjacent homes is permitted. Common courtesy must be observed at all times. Any construction work which risks damaging or impacting adjacent property such as spray painting, sand blasting, etc., must provide adequate protection to contain the work and protect adjacent property.

M. Excavation: Excess excavation materials must be hauled away during the excavation process and may not be stored on the Lot, adjacent Lots or Common Areas.

Northpark Maintenance Association

N. Restoration or Repair of Other Property Damaged: Damage to other property, including without limitation, other Lots, Common Area, or other Improvements, shall be repaired or restored promptly at the expense of the person causing the damage or the Owner of the Lot where the construction activity is taking place. Upon completion of construction, each Owner and contractor shall clean the construction site and repair or restore all damaged property, including without limitation, restoring grades, and repairing streets, driveways, drains, irrigation systems, culverts, ditches, signs, lighting and fencing.

O. Maintenance of Improvements: The repair and maintenance of any work or Improvements will be the responsibility of the installing Owner and subsequent Owner.

P. Drainage: There shall be no modification or interference with the established drainage pattern over any of the property, unless an adequate alternative provision, previously approved in writing by the Architectural Committee, is made for proper drainage. All downspouts are required to be tied into underground drain systems with dedicated hubs and discharged to an engineered storm water drainage system.

Q. Workmanship: All Improvements shall be performed in a manner consistent with existing structures. Any work deemed by the Architectural Committee to be of inferior quality shall be reworked or removed and the building restored to its condition prior to commencement of the work by the Owner.

R. Enforcement: Failure to obtain the necessary prior approval from the Architectural Committee constitutes a violation of the CC&R's and may require modifications or removal of work at the expense of the owner.

S. Violations: All owners have the right and the responsibility to bring to the attention of the Architectural Committee any violations of the CC&R's and/or the Architectural Committee Rules.

T. Amendments: The Architectural Committee Rules, along with the provisions set forth in the CC&R's for the project, form the basis and criteria for evaluation of plans and specifications submitted for review and approval by the Architectural Committee. The Architectural Committee Rules may be amended or supplemented from time to time as provided for in the CC&R's.

GENERAL CONDITIONS OF APPROVAL – EXHIBIT H
Northpark Maintenance Association

U. Time Period: Work shall continue diligently in a scheduled manner. If delays are encountered, the Applicant must make a written request for an extension of the approval, citing the reasons for delay and the approximate time for continuing and completing the Improvement. Unless extensions are granted in writing or Improvements are required to be accelerated as part of a compliance action, construction, once begun, shall be completed, with Notice of Completion filed with the Association, within twelve (12) months for Category 1 and 2 Improvements and six (6) months for all other category of Improvements.

Starting and stopping work for extended periods of time is not acceptable. A project which is partially completed and stopped for any reason is potentially subject to fines unless the Applicant contacts the Association and submits plans for "Standing Still." The Owner/Applicant must prepare the property in order to protect the surrounding properties from erosion or damage or unsightly conditions. Such work shall begin immediately upon approval of plans for Standing Still by the Association. This approval will be good for ninety (90) days, with extensions granted at the discretion of the Association.

V. Use of Association Property: If construction activity requires the use of Association property for purposes of transporting labor and materials, or for the temporary storage of materials, the Applicant shall obtain written permission from the Association for "Right of Entry" during the course of construction. A copy of this letter granting permission shall be filed with the Architectural Committee prior to the commencement of construction. Proof of adequate insurance may be required to obtain permission.

W. Governing Agency Approval: Architectural Committee review and approval is for aesthetic purposes alone. All necessary building permits and other approvals must be obtained and all City regulations must be adhered to at all times. After the Architectural Committee has approved the Owner's plans for aesthetic purposes, the Owner must contact local regulatory agencies and be sure that he or she is in compliance with all building and zoning regulations currently in force. In the event of a conflict between the provisions of these Standards and any other ordinance or regulation, the more restrictive requirements shall prevail.

HOMEOWNER'S SIGNATURE

DATE