

(Please do not return this page with your application)

SERRANO DEL VISTA HOMEOWNER'S ASSOCIATION

ARCHITECTURAL APPLICATION INSTRUCTIONS

*****Please read instructions carefully;
incomplete applications will not be accepted.*****

According to the Homeowner's Association governing documents, any change made to a homeowner's property requires prior **written approval** by the association's Architectural Committee. Homeowner's must submit the attached application, along with a detailed description of the proposed changes, to any member of the Architectural Committee. Once received, the committee has 45 days to review the application. Once received, the committee will determine whether to approve or disapprove the application, or they may request further information from the homeowner. Work may commence only after the committee has notified the homeowner of application approval, and, if all work is completed in accordance with the approved application, the project will be deemed completed and approved.

In the event that a homeowner's application is disapproved, the homeowner may request a hearing before the Board of Directors, held in accordance with Civil Code Section 1363.05. *The request before the Board must be made in writing.* The Board has the authority to override the decision of the Architectural Committee and approve the homeowner's application. Any and all decisions made by the Board are final.

Please read all pages of this application and follow all instructions to avoid a delay in processing your application.

Homeowners are also highly encouraged to review the C.C.&R.'s and the Architectural Guidelines before submitting an application and prior to the commencement of any work.

Thank you,

The Architectural Committee

(Revised 07-19-2022)

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APPLICATION for ARCHITECTURAL APPROVAL

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*Only complete applications will be accepted. Submit application in “**TRIPLICATE**,” (**1 original and 2 copies**), to any member of the Architectural Committee, **Monday – Friday 10am -4pm only**. Phone calls accepted during the same business hours.*

HOMEOWNER'S NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

PHONE #: _____

PROPOSED START DATE: _____ # OF DAYS TO COMPLETE: _____

.....
SCOPE OF WORK:

- [] **CHANGE TO FRONT LANDSCAPING:**
(Please include a detailed drawing on a separate sheet of paper and attach it to your application. Make sure to include the names and sizes of proposed plants, a description or photo of any proposed materials, ie. rock, flagstone, pavers, etc., and provide samples of any gravel. (Yard ornaments/pots are limited to 4).
- [] **FENCE PAINTING/REPLACEMENT:**
(Include a sample of any proposed color change in the space provided below. Vinyl fencing is limited to white or almond; please include a color sample from your contractor.)
- [] **CHANGE TO EXISTING EXTERIOR PAINT COLORS:**
(Please list each color name, color #, and the location where each color will be used, on a separate sheet of paper and attach it to your application. Homeowners are limited to a total of 4 color choices. The list of approved colors, and where they can be used, is located in the library turn-about.
- [] **OTHER (describe briefly):** _____

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APPLICATION for ARCHITECTURAL APPROVAL

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Homeowner is hereby advised that the work described in this application is proposed, and no work may commence until approval is granted. The application must include all required drawings, descriptions/samples of materials or color choices, permits, and any information deemed pertinent by the Architectural Committee. The homeowner also acknowledges that all costs associated with the proposed and approved improvements, including the cost of any and all permits and subsequent inspections, is the sole responsibility of the homeowner. In addition, the homeowner agrees to hold harmless the Serrano Del Vista Homeowner's Association and the Architectural Committee from any liability resulting from damage or loss from the construction or performance of the approved improvements.

Homeowner's Signature: _____ Date _____

Property address: _____

(For ARC use only; please do not write below this line)

.....
APPROVAL GRANTED [] Date: _____

NOT APPROVED [] Date: _____

Reason/comments: _____

BY _____
Committee Member

BY _____
Committee Member

BY _____
Committee Member

BY _____
Committee Member

BY _____
Committee Member