

ATTACHMENT "C"

GREENTREE HOMES ASSOCIATION

HOME IMPROVEMENT APPLICATION

Owner/Property Information

Name: _____ Date: _____

Property Address: _____ Home phone: (____) _____

Mailing Address (If different than property address): _____

House Model _____ Work phone: (____) _____

Existing House Color and Roof Type (include photo): _____

Description of Proposed Improvement(s): _____

Proposed Start date: _____ Projected Completion date: _____

Neighbor Awareness: The neighbor signature is not an approval. The intent is to advise your neighbor of your proposed improvements. (Signatures from all adjacent neighbors is required for major construction)

Table with 4 columns: Name (print), address, signature, date. Three rows for neighbor signatures.

Required Attachments

Please include the following information with your request and Home Improvement Application:

Three complete sets of plans, (one set to remain on file with the Association) with the following information:

- a. Location of residence on lot and the dimensions from the lot line (plot plan).
b. Complete dimensions of proposed improvements (roof, floor and detail plans).
c. Measurements of improvement(s) in relationship to the home and lot lines.
d. Description of materials and color scheme (attached color strips).
e. Drawing to show effected elevations (elevation plan).
f. Complete Home Improvement Application.
g. Photograph(s) of the existing property.

NOTE:

- alpha The failure to obtain the necessary approvals prior to beginning any exterior work or construction or the failure to construct and complete the work pursuant to the plans and specifications approved by the architectural committee, constitutes a violation of the CC&R's, is subject to the fining policy and/or legal action, and may require modifications or removal of unauthorized work at the expense of the homeowner.
alpha If disapproved, you may resubmit your application with the denied items addressed.
alpha If disapproved, you may appeal the decision in writing to the Greentree Homes Association Board of Directors within 30 days of receipt of the Committee's final decision.
alpha Approval of this application by the Committee does not relieve the homeowner from the responsibility of obtaining proper City of Irvine building permits.
alpha Minor modifications must be completed within 120 days of approval by the Committee. All other work must be completed within one year of approval by the Committee.

- α *Work must begin on major modifications within 120 days from approval by the Committee or a new application will be required.*
- α *Architectural approval of this plan does not constitute acceptance of any technical or engineering specifications, nor shall the approval be deemed approval of any plan or design from the standpoint of structural safety or conforming with building or other codes. The Greentree H.O.A. assumes no such responsibility. The function of the architectural committee is to review submittals as to aesthetics and conformance to the association guidelines and standards. All technical and engineering matters are the responsibility of the lot owners.*

SUBMIT COMPLETED APPLICATION TO:

Greentree Homes Architectural Committee
 c/o Progressive Community Management
 27405 Puerta Real, Suite 300
 Mission Viejo, CA 92691
 Telephone: (949) 582-7770; Fax: (949) 582-7796
 Hours: M-Th 9:00am-5:00pm, Friday, 9:00am-12:30pm – Closed: Daily 12-1pm, Sat, Sun and Legal Holidays

I understand that all improvements to my property must comply with the Greentree Homes Association Architectural Guidelines and Standards. Further, I hereby declare that the information shown above and the plans and attachments, are complete and accurate to the best of my knowledge:

Signature of Legal Owner: _____ Date: _____

(For Committee Use Only)

COMMITTEE MINUTES - Disposition of Architectural/Landscape Request

The Greentree Architectural Committee meeting was held on: _____

The request was reviewed by the Committee with the following results:

Approved: _____ **Disapproved:** _____ **Deferred to Board of Directors:** _____

Reason for Disapproval:

SIGNED:

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____