

ARCHITECTURAL IMPROVEMENT PROCEDURES NOTICE

The purpose of compliance with the Architectural Improvement Procedures is to ensure the property values of the community as well as the rights of the surrounding neighbors who may be affected by the improvement.

Any improvement or addition including but not limited to, painting, fence installation, landscaping, patio covers, pool/spa, screen doors, awnings, etc must first be approved by the Architectural Committee and/or Board of Directors. Provisions regarding the Committee can be found in the Association's CC&R's. The Committee is responsible for reviewing proposed plans, as well as any county requirements, to minimize complications. The Association requires written approval on file.

The "Architectural Approval Procedure" and "Request For Architectural Approval" forms are enclosed with this notice and are to be submitted with the actual set of plans that will be used. If prior approval is not obtained, the owner may be asked to remove the improvement at owner's expense and may be subject to fine.

If the Committee does not approve the submitted plans, the Committee will notify the owner of the denial in writing, in accordance with the time limit provided for in the CC&R's. The owner may request a hearing with the Board of Directors if the owner wishes to arbitrate the denial.

The important issue of a planned community is to maintain the overall appearance of the community. The Board of Directors urges every homeowner to abide by the CC&R's and architectural improvement procedures to achieve this goal.

ARCHITECTURAL APPROVAL PROCEDURES

PRIOR TO BEGINNING ANY EXTERIOR IMPROVEMENTS, THESE PROCEDURES WILL BE FOLLOWED:

1. Obtain and complete an approval form from TSG Ind. Property Management, Inc.
2. Neighboring homes (both sides, behind, opposite) subject to affect by improvements must be advised of the proposed work. Prior to plan submittal, the "Neighbor Awareness Form" must be executed. Concerns of neighboring homeowners will be a factor the Architectural Committee will consider however, a neighbor does not have the authority to veto power over the proposed project. (Note: Your CC&R's do restrict view obstructions.)
3. Submit three (3) sets of plans, including grading, lot line plans, specifications, material types, plant types and color samples, to TSG Ind. Property Management, Inc. The plot plan must show specifically what exists and the proposed change(s). (Note: There is NO ENCROACHMENT of common area permitted.)
4. The Board of Directors or Architectural Committee will review the proposed plans and generally, you will receive written response within thirty (30) days of receipt of the plans by the Board(s). If the plans are denied, a reason for denial and/or request for alteration will be issued.
5. AFTER the Committee has approved your plans, you may proceed with the improvement. At that time, the written approval may be taken to the local government entities to obtain necessary permits. One set of plans will be returned to you for your records, a set of plans will be issued to the Architectural Committee and a set of plans will be retained by the management company.

APPROVAL OF PROPOSED PLANS DOES NOT WAIVE THE NECESSITY OF OBTAINING ANY REQUIRED CITY PERMITS. OBTAINING A CITY PERMIT DOES NOT WAIVE THE NEED FOR ASSOCIATION ARCHITECTURAL CONTROL APPROVAL.

REQUEST FOR ARCHITECTURAL APPROVAL

DATE: _____

HOMEOWNER: _____ PHONE: _____

ADDRESS: _____ LOT: _____

DESCRIPTION OF IMPROVEMENT: _____

ATTACHMENTS: PLOT PLAN _____ RENDERING _____ CROSS SECTION _____ PERMITS _____
PROCESSING FEES _____
OTHER _____

ARCHITECTURAL CONTROL COMMITTEE

APPROVED _____ DENIED _____

CONDITIONS OF APPROVAL - REASON FOR DENIAL: _____

Date: _____

Signature-Architectural Control Committee

BOARD OF DIRECTORS APPEAL

Request the Architectural Committee to place your appeal on the agenda of an upcoming Board of Directors meeting.

Date submitted to the Board: _____ Approved _____ Denied _____

Reason for Approval/Disapproval _____

Date: _____

Signature - Board of Director

THIS APPROVAL DOES NOT RELIEVE APPLICANT FROM OBTAINING THE NECESSARY BUILDING PERMITS FROM THE GOVERNMENTAL AGENCIES INVOLVED. THIS REQUEST MUST BE SUBMITTED IN TRIPLICATE. ONE COPY EACH TO: ARCHITECTURAL COMMITTEE, BOARD OF DIRECTORS, APPLICANT.

**NEIGHBOR AWARENESS FORM
FACING ADJACENT AND IMPACTED NEIGHBOR STATEMENT**

Consents obtained without objections; except as noted.

FACING NEIGHBOR

Name: _____ (signature) _____ (print)
Address: _____ Phone: _____
Objection: YES _____ NO _____ Notes: _____

ADJACENT NEIGHBOR 1

Name: _____ (signature) _____ (print)
Address: _____ Phone: _____
Objection: YES _____ NO _____ Notes: _____

ADJACENT NEIGHBOR 2

Name: _____ (signature) _____ (print)
Address: _____ Phone: _____
Objection: YES _____ NO _____ Notes: _____

IMPACTED NEIGHBOR

Name: _____ (signature) _____ (print)
Address: _____ Phone: _____
Objection: YES _____ NO _____ Notes: _____

The neighbors have reviewed the plans I am submitting for Architectural Approval. I understand neighbor objections do not, in themselves, cause denial. However, the Architectural Committee will contact the neighbors to determine if their objections are applicable, if necessary.

Submitted By:

Name: _____ (signature) _____ (print)
Address: _____ Phone: _____

Date: _____

NOTICE OF COMPLETION

Notice is hereby given that:

The undersigned is the Owner of the Residence located at

Street Number : _____

City: _____ **Zip Code:** _____

The work of Improvement on the above described Residence was COMPLETED on _____ day of _____, 200_ in accordance with the Architectural Committee's written approval through the above Owner's plans and submittal package.

Name of Owner: _____

Signature of Owner: _____

Date: _____