

**DOVER VILLAGE HOMEOWNERS ASSOCIATION**

c/o TSG Independent Property Management, Inc.

27129 Calle Arroyo, Suite 1802, San Juan Capistrano, CA 92675

Phone 949.481.0555 Fax 949.481.0556

<http://www.tsgindependent.com>

- ARCHITECTURAL APPROVAL PROCEDURES -

The purpose of the compliance with the Architectural Approval Procedures is to ensure the property values and overall aesthetics of the Dover Village community, as well as the rights of the surrounding neighbors affected by the improvement or change. Your improvement should be in harmony with the surrounding structures and must not obstruct your neighbors view or be offensive in any way. The Board of Directors urges every homeowner to abide by the CC&Rs and the architectural improvement procedures to achieve this goal.

Any exterior improvement, change, or addition, including but not limited to the following require architectural approval: fence modifications, landscaping or site drainage, patio covers, garage door changes, awnings, window replacement or changes, or exterior lighting.

**PRIOR TO BEGINNING ANY EXTERIOR HOME OR PROPERTY IMPROVEMENTS, THE FOLLOWING PROCEDURES ARE REQUIRED TO BE FOLLOWED:**

1. Obtain and complete an "Architectural Application Form and Agreement" from the Dover Village Homeowners Association Architectural Chairperson or the property site management firm (TSG Independent Property Management, Inc.). The forms may be copied and downloaded from the TSG Independent website at <http://www.tsgindependent.com>. Completed forms (pages 1-6 inclusive) and submittal information may be mailed to:

Dover Village HOA  
c/o TSG Independent Property Management  
27129 Calle Arroyo, Suite 1802  
San Juan Capistrano, CA 92675

2. Neighboring homeowners (both sides, behind, opposite) subjected to or impacted by the proposed improvements are to be advised of the proposed work. Prior to submitting your architectural improvement request, the "Neighbor Awareness Form" must be completed and signed by all your adjacent neighbors. The concerns of neighboring homeowners will be a factor that the HOA Board and the Architectural Committee will consider. However, a neighbor does not have the authority to veto the proposed property improvements or changes.
3. Submit three (3) sets of plans and describe in writing the proposed changes to your property. One copy will be returned to you, one copy will be kept and utilized by the HOA Board / Architectural Committee, and one copy will be kept in the homeowner file by the property management company. The information you submit shall include any grading or property drainage changes, and must show any existing fences, landscaping, paving, etc. The information shall also include the complete dimensions of all improvements (height, width, length) and shall label and locate all proposed site improvements in relationship to the existing structure. Additionally, submit the proposed construction material type, product informational data, and/or product specification literature for the materials to be used, as well as the product hand samples and colors for evaluation and review. The plans and specifications and the information submitted must show specifically what currently exists and the proposed change(s).

(Note: There will be NO ENCROACHMENT of common areas permitted)

*Architectural Procedures, continued . . .*

4. The function of the HOA Board and the Architectural Committee is to review the submittal request as it relates to the aesthetic and other impacts on the Association and adjacent properties. All technical and engineering concerns are the responsibility of the homeowner. AN oversight of a Covenant, Condition, Restriction, or a committee policy does not constitute a waiver of that rule, and therefore, must be corrected upon notification to the owner.
5. Any damages to the common areas caused by the property changes or improvements during construction activities are the responsibility of the homeowner. Any areas not repaired to the satisfaction of the HOA Board may be repaired by the HOA and the costs assessed to the homeowner.
6. All workers and contractors must be notified that any discarded materials must be removed from the premises at the end of every workday. **ANY MATERIALS FOUND IN THE TRASH AREA OF DOVER VILLAGE WILL RESULT IN A SIGNIFICANT FINE TO THE HOMEOWNER.**
7. The Board of Directors and/or Architectural Committee will review fully completed architectural change requests at the regularly scheduled Board meetings. Generally, you will receive a written response within thirty (30) days of the receipt of the plans by the Board. However, the Board of Directors and/or Architectural Committee's failure to approve or deny an architectural request within the 30 days shall not constitute an approval. IF the plans are denied, a reason for denial and/or request for alteration or additional information will be issued. The owner may request a hearing with the Board of Directors if the owner wishes to appeal the denial.
8. If prior approval from the Board of Directors / Architectural Committee is not obtained prior to the start of any property site changes, the owner may be asked to remove the improvement or site changes at the owner's expense, be subject to fine, including any HOA-incurred legal fees for enforcement.
9. Upon plan approval by the Board, it is the owner's responsibility to obtain and secure, as may be required, City of Newport Beach building permit approvals. Approval of plans by the Board does not relieve you (the property owner) of complete adherence to all codes and regulations of the City of Newport Beach or other governing agencies. Conversely, obtaining a city permit does not waive the need for the HOA Board or Architectural Committee control approval. A property owner's failure to obtain proper permits or comply with City codes and regulations may be referred to the City for code enforcement actions.
10. The requested improvements you have submitted to the Dover Village HOA must be commenced within forty-five (45) days from the approval date. If additional time is needed to commence the approved improvements, you are required to apply for an extension from the Association. Unless the Association grants an extension in writing, the approval for the plan will be deemed to be withdrawn and a new application must be submitted. Any and all improvements must be completed within one hundred twenty (120) days from the commencement of the construction unless the HOA Board or Architectural Committee grants an extension in writing.
11. It is the obligation of the homeowner to assure that all work be performed utilizing good workmanship in a manner equal to or better than the workmanship applied to the original construction. You, the homeowner, are solely responsible for all constructions, possible damages, and liabilities related to your property improvements and/or changes.
12. If after the plans and specifications have been approved by the HOA Board / Architectural Committee, there shall not be any variance in the actual construction and improvements. Such variance shall be deemed a violation of the CC&Rs. Any changes or modifications in the plans at any time must be resubmitted to the HOA Board / Architectural Committee and any neighboring homeowner prior to the implementation of the changes or modifications, and will be considered a new submittal.

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- ARCHITECTURAL APPLICATION -

**OWNER INFORMATION**

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_  
Home Work/Cell

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**IMPROVEMENT SPECIFICATIONS**

<input type="checkbox"/> Tree Installation (in enclosed patio)	Tree Being Removed: _____
<input type="checkbox"/> Plant material that has potential of reaching 7 feet tall plus trees/shrubs	Tree Being Planted: _____
	Height at Maturity: _____
	Location of Tree: _____
	*Note location on plot map of property

<input type="checkbox"/> Addition of Screen or Security Door	Must include a picture of the door you wish to install.
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<input type="checkbox"/> Addition of Exterior Patio Lights	Must include plot map of location of lights. Must include picture of type of lights you wish to install.
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<input type="checkbox"/> Satellite Dish	Must be screened from any public or private street. Must be placed in an area least visible to common area but where viewer can receive acceptable quality signal. Homeowner is responsible for any damage done to the structure by installation of the dish A renter must have written approval from owner before installation, and homeowner must sign the architectural request. Use plot map to note location of dish.
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<input type="checkbox"/> Windows	Must note material, color, and dimensions.
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<input type="checkbox"/> Patio Cover/Awning	Must note material, color, and dimensions.
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<input type="checkbox"/> Other	You must give specific detail about the improvement: dimensions, color, material, and location on property
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Property Address: \_\_\_\_\_

**NEIGHBOR AWARENESS**

Your signature indicates your awareness of the modifications that your neighbor is planning on making. If you have any concerns or objections to the plans, you may submit them in writing to the Management Company.

FACING NEIGHBOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

ADJACENT NEIGHBOR 1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

ADJACENT NEIGHBOR 2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

IMPACTED NEIGHBOR:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**I UNDERSTAND AND AGREE:**

\_\_\_\_\_ No work on this request shall commence until written approval of the Association has been received. I UNDERSTAND THAT DAILY FINES MAY BE ASSESSED TO MY ACCOUNT IF I FAIL TO FOLLOW THIS REQUIREMENT.

\_\_\_\_\_ All improvements approved by the Association must be completed within one hundred twenty (120) days after approval. Failure to complete the work within the prescribed period of time will cause the approval to be AUTOMATICALLY rescinded and RESUBMISSION of an application will be REQUIRED. Extenuating circumstances should be brought to the attention of the Architectural Committee/Board of Directors via the Management Company.

\_\_\_\_\_ I understand that this application does not take the place of obtaining any required local, county, and/or state approvals for this improvement.

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

Submitted by:

Name: \_\_\_\_\_

(Print Name)

\_\_\_\_\_

(Signature)

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

ASSOCIATION COMMENTS

Requirement: Any damage done to the structure/common area is the homeowner's responsibility to repair. The upkeep/repair of improvement is the responsibility of present and subsequent owners. Retrofit Windows: Water damage to the inside/outside wall of a unit, which is the result of improper installation and caulking of retrofit window will be repaired and billed to the homeowner.

Approved with No Conditions

Approved with Conditions

Conditions: \_\_\_\_\_

Denied

Reason: \_\_\_\_\_

Need More Information Prior to Approval

Information: \_\_\_\_\_

ASSOCIATION SIGNATURES: (Two Signatures Required)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

OWNER AGREEMENT

Owner(s) hereby agree to all the terms, conditions, and policies as stated below:

- **Policy Compliance:** Owner(s) agree to require all contractors employed during the residence addition/improvement to abide by all the policies established by the Architectural Committee and the City including, but not limited to access, hours of work (Monday-Friday 7:00 AM - 5:30 PM; Saturday 8:30 AM - 4:30 PM), noise, cleanup, etc. It is also understood and agreed that contractors will not be allowed to work on Sundays or Federal Holidays.
- **Permit Requirement:** Upon plan approval by the Committee, owner(s) agree to secure a building permit approval, as may be required by the City of Newport Beach.
- **Work Completion:** The improvements you have submitted to the Dover Village Homeowners Association must be completed within one hundred twenty (120) days from approval date. If additional time is needed to complete approved improvements, you are required to apply for an extension from the Association.
- **Workmanship:** It is the obligation of the property owner to assure that all work performed shall be done in a good workmanship-like manner equal to or better than the standards of workmanship applied to the original construction.
- **Building and Safety Regulations:** Approval of plans by the Architectural Committee does not relieve you (the property owner) of complete adherence to all the codes and regulations of the City of Newport Beach or other governing agencies.