

ARCHITECTURAL APPROVAL PROCEDURES

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

1. Obtain and complete an approval form from the Surfside Architectural Chairperson or TSG Ind. Property Management, Inc. It can also be copied from their web site: www.tsgindependent.com
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.
3. Submit two (2) sets of plans, including grading, lot line plans, specifications, material types, plant types and color samples, to Architectural Chairperson. The plot plan must show specifically what exists and the proposed change(s).
4. The function of the Architectural committee is to only review submittals as they relate to aesthetic and environmental impacts on Association and adjacent properties. All technical, engineering and property line matters are the responsibility of the Lot Owners.
5. An oversight of a Covenant, Condition, Restriction, or a Committee policy does not constitute a waiver of that rule, and, therefore, must be corrected on notification.
6. Any damages to common areas caused by the improvement are the homeowner's responsibility. Any area damaged by the improvement and not taken care of may be repaired by the association and assessed to the homeowner. It is the homeowner's responsibility to fix any landscaping damaged during construction.
7. The Board of Directors and Architectural Committee will review the proposed plans and generally, you will receive written response within thirty (30) days after board meeting. If the plans are denied, a reason for denial and/or request for alteration will be issued.
8. 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.

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.

Surfside Architectural Change Request

PLEASE PRINT

1	Name :		Deliver To:
	Address :		Arch. Comm. Chairperson:
	Phone No. : ()		Listed on the Current
	Date Submitted :		Newsletter
			For questions call Management Co.
To Be Approved At Next Meeting Request Must Be Submitted Two Weeks Prior			
2	Check Affected Area :		
	<input type="checkbox"/> Garage Door	<input type="checkbox"/> Gates	
	<input type="checkbox"/> Windows	<input type="checkbox"/> Outside Lighting	
	<input type="checkbox"/> Siding / Trim	<input type="checkbox"/> Fences / Walls	
	<input type="checkbox"/> Gutters	<input type="checkbox"/> Satellite Dish/Antenna *	
		<input type="checkbox"/> Other (Describe Below)	
<u>Windows:</u> If not retrofit must have city permit.			
* Satellite Dish/Antenna:(1) Must be placed in an area least visible to the common area, but where the viewer can receive acceptable quality signal. (2) Homeowner is responsible for any damage done to the structure by installation of dish. (3) A renter must have written approval from owner before installation and the homeowner must sign the architectural request.			
Description: (Attach additional pages as needed)			
3	City Permit Required ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact City H.B. 536-5241 for Permit Info.			
4	Must Submit:		
	<input type="checkbox"/> Work Detail Drawing	<input type="checkbox"/> Other	
	<input type="checkbox"/> Include Product Literature		
5	Work Start Date:		
		Month :	Year :
6	Estimated Completion Date:		

NEIGHBOR AWARENESS FORM
FACING ADJACENT AND IMPACTED NEIGHBOR STATEMENT

The attached plans were made available to the following neighbors, whose signatures appear below. I/We have secured their consent 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: _____