

# **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 two (2) 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 **complete** 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 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.

**ARCHITECTURAL IMPROVEMENT FORM  
WESTGATE COVE HOMEOWNERS ASSOCIATION**

Please complete and include this request form, along with two (2) sets of your proposed improvement plans to the following:

Westgate Cove Homeowners Association  
C/o TSG Independent Property Management  
27129 Calle Arroyo, Suite 1802  
San Juan Capistrano, CA 92675

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT: \_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_ PROPOSED COMPLETION DATE: \_\_\_\_\_

Please include the following information with your request:

1. Description of architectural improvements
2. Complete dimensions of architectural improvement proposed.
3. Measurements of improvements in relationship to home and lot line.
4. Description of materials and color scheme
5. Drawing showing affected elevations

We suggest you read carefully, Section 8, Architectural Control, of your CC&R's before planning any changes or improvements to your property. Your improvement should be in harmony with the surrounding structures and must not obstruct your neighbors view or be offensive in any way.

Installation of all improvements will be at no cost whatsoever to the Westgate Cove Homeowners Association. Any further maintenance shall be the responsibility of the owner, heirs or assigns.

**ARCHITECTURAL CONTROL COMMITTEE**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

CONDITIONS OF APPROVAL/REASON FOR DENIAL: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
Signature-Architectural Control Committee

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

\_\_\_\_\_  
Signature-Architectural Control Committee

**WESTGATE COVE HOMEOWNERS ASSOCIATION  
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. ALSO, OBTAINING SUCH PERMITS DOES NOT WAIVE THE NEED FOR ASSOCIATION ARCHITECTURAL CONTROL APPROVAL. THIS REQUEST MUST BE SUBMITTED IN DUPLICATE. ONE COPY EACH TO: BOARD OF DIRECTORS AND APPLICANT.**

**WESTGATE COVE HOMEOWNERS ASSOCIATION  
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: \_\_\_\_\_

**WESTGATE COVE HOMEOWNERS ASSOCIATION  
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: \_\_\_\_\_