

GOLF VILLAS OF MARBELLA ASSOCIATION ARCHITECTURAL APPLICATION

Owner(s) Name: _____

Property Address: _____

Date of Submittal: ____/____/____ Estimated Date of Completion: ____/____/____

Estimated Duration of Construction Project (In Weeks): _____

IMPROVEMENT DESCRIPTION SUMMARY

SUBMISSION REQUIREMENTS

1. **Application:** Complete architectural application form.
2. **Plans and Specifications:** Include two (2) sets of detailed plans.
3. **Neighbor Awareness Form:** If you are facilitating work that may be disruptive, please make sure to tell your neighbor that there may be some environment disruption.
4. **Submit Application:** Send to: Golf Villas of Marbella
 c/o TSG Independent Property Management, Inc.
 27129 Calle Arroyo, #1802, SJC, CA 92675
5. **Approval:** The Architectural Committee's decision will be transmitted to the applicant within thirty (30) days of application receipt. Upon plan approval by the Committee, owners may need to secure a building permit approval, as may be required by the City of San Juan Capistrano.

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 7:00am-5:30pm; Saturday 8:30am-4:30pm), 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 San Juan Capistrano.

Work Completion: The improvements you have submitted to the Golf Villas of Marbella Association must be completed within (90) ninety days from the 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 San Juan Capistrano or other governing agencies.

Control in Master Association: No Improvement shall be made until there has been compliance with the provisions of the Master Declaration and any rules, regulations, restrictions, or architectural standards adopted pursuant to the provisions of the Master Declaration. Homeowner acknowledges responsibility for obtaining any applicable architectural application approval from the Master Association Architectural Committee, if required.

If approved, the Architectural Committee must be notified when the project is completed so that they may make their final inspection before FINAL APPROVAL IS GRANTED.

SIGNATURE OF OWNER(S)

I (we) hereby acknowledge that I (we) have read, understand, and agree to the above:

Signature: _____ Date: _____ Phone: _____

Signature: _____ Date: _____ Phone: _____

Do Not Write Below This Line

PRELIMINARY ARCHITECTURAL COMMITTEE REVIEW Received : _____

CHECK HERE IF APPLICABLE. *This application shall serve for notification purposes only.*
The scope of work to be completed does not require Association approval, pursuant to the Association's CC&R's, Section 4.04(a), Allowable Modifications: "make any Improvements within the boundaries of such Owner's Unit that do not impair the structural integrity or mechanical systems or lessen the support of any portion of the Covered Property". Reviewed by: _____ Initials

Approved Approved with Contingencies Denied

Signature: _____ Date: _____

Signature: _____ Date: _____

ARCHITECTURAL REVIEW COMMITTEE COMMENTS /CONTINGENCIES

Final Architectural Committee Approval

The Architectural Committee has inspected the improvement/alteration and has determined that the project was properly completed and is in compliance with the homeowner's application and will notify the Board of Directors so that a resolution may be passed and appear in the minutes.

Architectural Committee Member Signature

Date

Architectural Committee Member Signature

Date

Board of Directors Final Approval (If applicable)

Board Member Signature

Date