

OCEAN POINTE HOMEOWNERS ASSOCIATION ARCHITECTURAL IMPROVEMENT PROCEDURES NOTICE

The purpose of compliance with the Architectural Improvement Procedures is to ensure the property values of the community and 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 be approved by the Architectural Committee prior to commencement. Provisions regarding the Committee can be found in the Association's CC&R's, Article VI and Exhibit "F". The Committee is responsible for reviewing proposed plans based on aesthetic considerations as well as the overall benefit or detriment which would result to the Property and the area immediately surrounding the Property.

The "Request For Architectural Approval" and "Neighbor Awareness" forms are enclosed with this notice and are to be submitted together with the set of plot plans, **all in triplicate**. If prior approval is not obtained, the owner may be asked to remove the improvement at the owner's expense and may be subject to a fine.

The Architectural Committee has thirty days in which to either approve or disapprove plans which have been submitted in full. The Architectural Committee will notify the owner of the approval or denial in writing in accordance with the CC&R's. Should your plans be denied, 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 ARE TO BE FOLLOWED:

1. Complete all approval forms and submit three (3) sets to the office of TSG Ind. Property Management, Inc., 27129 Calle Arroyo, Suite 1802, San Juan Capistrano, CA 92675.
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 reviewed by the Architectural Committee prior to their final consideration for issuance of approval or denial of your improvement request.
3. Plans must be sufficiently detailed and dimensional to adequately evaluate improvements. All plans require details such as landscape plans, site plans, drainage plans and elevation drawings. Drainage patterns must always be indicated on the plans and must always drain away from the unit to the street in front. (Note: There is NO ENCROACHMENT of common area permitted.)
4. In the case of landscape/hardscape, include all materials, colors of materials and plant material.
5. AFTER the Committee has approved your plans, 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, one set of plans will be issued to the Landscape Architect and/or Architectural Committee and one set of plans will be retained by the Board of Directors.
6. Upon completion of plans, a **notice of completion form** must be filed with the Association within twenty (20) days of completion. The Architectural Committee will review your improvement to ensure the improvement was installed per approved plans. Final approval does not deem drainage works, this matter would be up to the homeowner to determine along with their contractor.

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

OCEAN POINTE HOMEOWNERS ASSOCIATION

HOMEOWNER: _____ HOME PHONE: _____

ADDRESS: _____ WORK PHONE: _____

LOT #: _____ PHASE #: _____ START DATE: _____ COMPLETION DATE: _____

DESCRIPTION OF IMPROVEMENT: _____

ATTACHMENTS: PLOT PLAN _____ RENDERING _____ CROSS SECTION _____ PERMITS _____
\$500 PROCESSING FEE _____ 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.
OCEAN POINTE 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: _____