



## ARCHITECTURAL PROCEDURES

1. Our CC&R's specifically require an owner to fill out an ACC (Architectural Control Request Form) and send it to the Board for review prior to the start of any work. Only exception to this is for carpeting and internal painting or basic maintenance items in their unit (plumbing repair, minor electrical repair, etc). No work can start without the Boards approval.
2. All work, except tile or hardwood installation, requires a City permit prior to performing any work and a final inspection sign off from the City must be sent to management.
3. All contractors must be licensed and insured to work at the facility. Copies of both are required prior to approval and start of the work.
4. The ACC form must contain a detail explanation and/or a blueprint plan of the work to be done. The target for response back to the homeowner is one week. The form requires us to know who the contractor is and the details in item #3.
5. If the work is approved, the Board will send the signed form with a list of requirements for working on the property as well as for the construction side of the remodel. The owner then agrees to the requirements and takes our form to the City for permits. The city should never issue permits w/o our approval on the ACC form. The list of requirements is where you control the contractors, i.e., work hours, parking, dumpsters, cleanliness, etc. The owner agrees to these and is ultimately responsible to the HOA to insure their contractor has a copy and follows them. The City permit must be placed in the exterior walkway window from the beginning of work. The Board will advise neighbors on each side as well ASAP and down that this work has been approved so they will be aware of the noise levels and hours of work, etc. We also collect a \$500 security deposit from the owner which we will refund upon satisfactory completion of the work and adherence to the rules and requirements during the process. We also require a copy of the City signed off inspection report before we return the deposit.
6. Our onsite contractors, Amy or Jim Flores and one of the Board members will periodically stop by the unit to insure all the requirements are being adhered to and that they are doing what they said in the ACC form. Any issues, we go back to the owner. We also have a final walkthrough before returning the deposit. Oh yes, one other thing; when the walls are opening exposing the plumbing, we have our contracted plumber come in and check the pipes for any cracked drain lines, etc as a precaution before things get closed up. He knows our plumbing and where to look for any problems. Repairs, if necessary, are done at our expense; i.e. cracked drain line, etc.
7. Depending on timing, the Board of Directors may ask the owner and/or contractor making the application, to NOT start a remodel beginning June 15<sup>th</sup> and until after Labor Day Weekend, due to the disruption of the community during this timeframe, as summer is a busy period at the beach.



## **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 three (3) 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 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, a set of plans will be issued to the Architectural Committee 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.



**REQUEST FOR ARCHITECTURAL APPROVAL**

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

HOMEOWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: 423 AVENIDA GRANADA, SAN CLEMENTE, CA 92672 UNIT: \_\_\_\_\_

DESCRIPTION OF IMPROVEMENT: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

ATTACHMENTS: PLOT PLAN \_\_\_\_\_ RENDERING \_\_\_\_\_ CROSS SECTION \_\_\_\_\_ PERMITS \_\_\_\_\_  
PROCESSING FEES \_\_\_\_\_  
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 TRIPPLICATE. ONE COPY EACH TO: ARCHITECTURAL COMMITTEE, BOARD OF DIRECTORS, APPLICANT.**



**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: \_\_\_\_\_



**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 \_\_\_\_\_, 201\_ 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:** \_\_\_\_\_



## REEFGATE WEST HOMEOWNERS REMODEL REQUIREMENTS

### REQUIRED PRIOR TO REMODEL START

1. City permits must be obtained and posted in your #2 bedroom window.
2. All contractors must be properly insured with liability coverage/damage coverage at minimum of \$1 million and Reefgate West HOA is to be shown as co-insured and this certificate must be copied and sent to TSG Management, our management company in San Juan Capistrano, attention George Gustave, before construction begins.
3. Contractor must be California licensed and fully insured with \$1 million on liability coverage to work on our premises. A copy of the contractor's license must be sent to TSG Management, our management company in San Juan Capistrano, attention George Gustave, prior to performing any work.
4. A \$500.00 construction deposit needs to be sent to TSG Independent Management at start of the project payable to Reefgate West HOA. This will be returned upon final walk through by an architectural committee member based on completion of the conditions above.

### REQUIRED THROUGHOUT THE REMODEL PROJECT

5. Hours of work are Monday to Friday ONLY, not including holidays, 9 a.m. to 5:30 p.m.
6. If a dumpster is used for disposal of materials it is to be located either in the B garage driveway along the right side wall or the C building visitor parking area. The dumpster is not to remain in these locations for the entire project; only for the initial period of demolition. Please place wooden blocks under the dumpster to ensure the driveway surface is not damaged. Any questions regarding this please contact Jim Flores. The HOA trash dumpster and drain lines are not to be used for discarding construction materials at any time!
7. Hallway, walkway, stairway, and elevator flooring must be kept free of debris and stains caused by materials and swept out or covered daily with construction paper.
8. No materials are to be left in the walkways or hallways of the complex during or after working hours. If storage inside the unit isn't possible, Jim Flores will work with your contractor to find a workable location. Please also use our elevator pads to prevent damage during demo or construction usage.



9. Hard Surfaces (wood flooring, tile) must be confined to the entryway, bathroom, kitchen area and storage area only on all "above ground floor units". All other areas must be carpeted which includes the dining area under the serving bar.
10. All hard surfaces must be put down on the highest acoustical backing material available as this underlayment will cut down on movement noises to neighbor's below.
11. No exterior structural modifications are permitted any time. If during the remodel process it is determined that structural change is necessary you MUST obtain Board approval PRIOR to performing the work.
12. When "drain line or water line" plumbing is exposed, please check the pipes to insure that there are no hairline cracks before closing up the walls. If notified at HOA expense we will have our plumber walk through the unit to check as well. The HOA will repair any drain lines that show such cracks or any water lines with any pinhole leaks. Please notify Jim Flores. Please insure that no construction material gets down the toilet or shower drains exposed. These plumbing items are important.
13. Finally, please note on the plans, that a door must be included, if it isn't already, under the serving bar on the dining side so that access to the kitchen drain and water lines at that wall is available to make plumbing repairs or inspection in the future.
14. Please be as "neighbor friendly" throughout this project as possible. Thank you for your cooperation and adherence to our CC&R'S.
15. Any items that need operational coordination of the HOA should be directed to Jim Flores, on site manager at (760) 505-8682.