

**THE HEIGHTS AT PORTER RANCH
ARCHITECTURAL REVIEW COMMITTEE
APPLICATION FOR IMPROVEMENT**

Address of Property in HOA:

PLEASE READ AND INITIAL EACH CLAUSE

_____ The preservation of the architectural character of your community is the responsibility of every homeowner. Every home will influence the aesthetic beauty of the entire community and the property value of all homes.

_____ The Northridge Heights Community Association Architectural Standards and Guidelines should be reviewed thoroughly before requesting any exterior modifications. To request a copy, email ed@porterranchcam.com.

_____ Neighbor signatures are required for walls, fences, children's playground fixtures, and any hard structure that exceeds the standard fence height for the community. Trees and bushes may be subject to a height restriction of 2 feet above wall height or fire department requirement, whichever is less. The Association does not guarantee any homeowner's view and approval of such structures does not constitute a view easement.

_____ All exterior modifications, including landscape, hardscape and structural/architectural, must be approved by the Architectural Committee prior to commencing work. Failure to submit this completed application and obtain required signatures and approval prior to commencing work will result in a fine of \$100 or more.

_____ All three pages of this form and all attachments must be submitted to the guardhouse at least 24 hours prior to the monthly board meeting. Meetings are held each month — see the HOA website at www.theheightsatporterranch.org for dates. Do not commence work until written approval has been received. NO RUSH REQUESTS. Incomplete applications or missing documents will be rejected and must be resubmitted.

_____ Applications are reviewed by volunteer committee and board members and may take up to 30 days. Approval or rejection notices will be sent by email following each board meeting.

_____ Applicant must obtain all required City or County permits prior to commencing work. HOA approval does not waive the requirement for City or County permits, and City or County permits do not waive the requirement for HOA approval. The Committee will not knowingly approve any plan that violates City or County building or zoning codes.

_____ The Architectural Standards Committee may require paint samples be applied to the home before a decision is made on approval or disapproval of color.

_____ Contractors are required to follow all community rules including stopping at stop signs and parking in accordance with traffic laws. Owners are ultimately responsible for any violations and fines incurred for the actions of their contractors and guests.

_____ Portable toilets or similar temporary sanitation facilities must not be visible from the street or any common area at any time during the course of work. Per Rules & Regulations vendors must remove trash daily, trash bins of any size are subject to separate approval if visible onsite for more than one day.

_____ Work must be completed within 6 months of approval. Extensions must be requested in writing prior to the expiration of the approval period.

HOMEOWNER INFORMATION

Homeowner Name: _____

Address of Property in HOA: _____

Home Phone: _____

Cell Phone: _____

Primary Email: _____

Alternate Email: _____

TYPE OF IMPROVEMENT

Check all that apply:

- Structural Landscaping Hardscape Exterior Color/Finish
 Fence/Wall Pool/Spa Other: _____

SCOPE OF WORK - Use space below for this purpose (required) and attach additional pages if necessary.

Detail on Scope of Work If paint related, include paint color of each surface and submit paint company issued paint swatches with application:

CONTRACTOR INFORMATION

Name of Contractor: _____

License # (if applicable): _____

Phone: _____

Email: _____

SUPPORTING DOCUMENTS

Are blueprints/plans/photos/drawings/brochures/paint company issued paint swatches attached?

YES / NO

Is a building permit required?

YES / NO

If building permit required, is copy of permit attached?

YES / NO

Owner certifies and confirms that rules and regulations as they apply to construction, traffic, parking and any other relevant matters, have been provided to the vendor and that the owner understands that any violations and fines incurred by their vendors are ultimately the responsibility of the owner. Also, owner will comply with Architectural Standards and Guidelines.

Name (Print): _____

Initials: _____

Signature: _____

Date Submitted: _____

COMMITTEE REVIEW

COMMITTEE SUMMARY DECISION:

<input type="checkbox"/> Incomplete	<input type="checkbox"/> Approved w/ Conditions	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Approved
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Conditions/Reason (if applicable):

INDIVIDUAL REVIEWER SIGNATURES

3 of 5 committee member approvals are required for formal architectural committee approval.

Name (Please Print) Initials Date Position

<input type="checkbox"/> Incomplete
<input type="checkbox"/> Approved w/ Conditions
<input type="checkbox"/> Disapproved
<input type="checkbox"/> Approved

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<input type="checkbox"/> Disapproved
<input type="checkbox"/> Approved

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