

Potomac Landing Homeowners Association

Architectural Application

The following information has been prepared to assist Homeowners considering exterior improvements to their property. It will familiarize them with the Application process and assist them in preparing an Architectural Application:

1. Architectural Application forms may be obtained by calling Villageway at (949) 450-1515 or by downloading them from the internet by visiting www.hmullin.com/potomac/archap.pdf
2. No construction, alteration, addition, modification, decoration, redecoration or reconstruction of the dwelling, hardscape or landscape on a lot shall begin without the prior approval of the Architectural Committee.
3. Plans and specifications attached to the Architectural Application shall describe the following characteristics of the proposed improvement:

-Nature	-Color
-Height	-Width
-Shape	-Kind
-Materials	-Location
4. The Architectural Committee will evaluate and judge the aesthetics of the proposed changes, (see Article X, Section 2 of the Association's CC&Rs) and ensure their maintenance and upkeep will not become a burden on the Association.
5. The Homeowner will be responsible for ensuring that proper engineering and required structural integrity are incorporated into the plans and specifications, for any proposed improvement, as well as compliance with all Building Codes. The Homeowner will also be responsible for obtaining the proper permits, paying the required permit fees and ensuring that required inspections are conducted.
6. The Architectural Committee has thirty (30) days to act on an Architectural Application, once it determines the Application is complete. The Homeowner is responsible for ensuring the Application and related documentation is complete. The Homeowner is also responsible for providing any additional information requested by the Architectural Committee.
7. The Architectural Committee reserves the right to inspect work in progress, and upon completion, to ensure that the project has been completed as described in the original plans and specifications.
8. Applicants must submit three (3) copies of the Architectural Application and three (3) copies of the plans and specifications to the Association's Property Management Company:

Potomac Landing Homeowners Association
c/o Villageway Property Management
P. O. Box 4708
Irvine, CA 92616
Attention: Lisa C. Terry

POTOMAC LANDING HOMEOWNERS ASSOCIATION
ARCHITECTURAL APPLICATION

(submit in triplicate)

Please complete this Application form and attach two (2) additional copies of this form and three (3) copies of your proposed Improvement plans. Incomplete submittals will not be considered and will be returned. The thirty (30) day review period does not commence until a complete submittal has been received by the Architectural Committee. The Architectural Committee will note on the Architectural Committee Action page the date that the Application and supporting materials are found to be complete.

Mail or deliver the Application and the appropriate plans and specifications to the Association's Property Management Company:

Villageway Management, Inc.
P.O. Box 4708
Irvine, CA 92616
Attn: Lisa C. Terry, Property Manager

Applicant: _____

Property to be Improved: _____

Mailing Address (if different): _____

Home Phone: _____ **Business Phone:** _____

Architect/Engineer (if applicable): _____

Architect's/Engineer's Address & Phone: _____

Brief description of improvement. *(If painting, attach color chips and identify manufacturer, color description and code number. For all other improvements, submit three (3) copies of detailed plans and specifications).*

(attach additional page(s) as necessary)

Homeowner Agreement and Certification

Homeowner agrees and certifies compliance with the following conditions:

1. No work shall commence until the written approval of the Architectural Committee has been received. Failure to obtain Architectural Committee approval prior to the commencement of construction or alteration may result in the following penalties being assessed against the offending Homeowner: (1) Removal of the improvement and restoration to the original condition, (2) payment the Association's legal expenses incurred in enforcing the removal and restoration process, and (3) the assessment of fines for the entire period of non-compliance.
2. Building permits may be required and must be obtained from the City of Laguna Niguel to comply with existing Building Codes. The responsibility for obtaining the required permits and paying the costs thereof, and for ensuring the periodic inspections required are conducted during the improvement process will be the sole responsibility of the Applicant. The Architectural Committee's approval of this Application is not intended to be and shall not be considered a substitute for any permits/inspections/approvals required of regulatory or governmental agencies with jurisdiction.
3. The Architectural Committee's approval or disapproval of this Application shall be based solely on the considerations set forth in Article X, of the Association's Covenants, Conditions and Restrictions (CC&Rs), as further elaborated in the Architectural Guidelines and Community Standards, which became effective on February 15, 2002. The Architectural Committee's approval of this Application shall not be deemed or construed as approval from the standpoints of structural safety, engineering requirements or conformity with applicable Uniform Building Codes or other regulations governing construction or installation of the proposed improvement.
4. The Homeowner(s) whose signature(s) appear below, agree and certify that I/we understand the conditions described above. I/we further agree and certify that the actual construction will be performed as detailed in the accompanying plans and specifications. Finally, I/we agree and certify that I/we have read the CC&R's, the Architectural Guidelines and Community Standards and that this Architectural Application and all related construction or alteration will be consistent with the provisions of those governing documents.

Homeowner's Signatures:

Owner

Date

Owner

Date

Neighborhood Notification. *(All improvements require notification of and signature on your Application by neighbors who live in adjacent homes and might be visually impacted. For example, if you are proposing improvements to your backyard, and you have backyard neighbors, they must be notified and sign your Application. Similarly, if you are proposing improvements to your frontyard and you have neighbors across the street, they must be notified and sign your Application. Side neighbors must always be notified and sign. If you have any questions regarding which neighbors must be notified and sign your application, please call Lisa C. Terry at Villageway at (949)450-1515.)*

Location		Address	Object *	Do Not Object	Signature	Date
X						
	X					
	X					
	X					
X						

= The location of your lot relative to the lot marked by the "X"

* If you object, please list your reasons.

Architectural Committee Action

Date Application found to be complete: _____

Name (print)	Signature	Date	Approved	Rejected **

** If rejected, list Committee's reasons: _____

NOTICE OF COMPLETION

Notice is hereby given that:

The undersigned is/are the Homeowner(s) of record for the property located at:

(Street Address, City, State, Zip Code)

The Improvement project on the above described property was completed on the _____ day of _____, 200_, in accordance with the approved Architectural Application and supporting documents.

Signature of Homeowner

Date

Signature of Homeowner

Date