

Sea Ridge Condominium Association No. 1
Property Improvement – Architectural Application

(Please print neatly)

Any alteration to the exterior, including landscaping; any structural alteration that would impact the integrity of the interior; any interior alteration that would be visible from the exterior of a building or alteration to any of the common elements encroaching upon a unit, including but not limited to pipes, heating and cooling systems, vents, or plumbing within the walls, must be approved in writing by the Sea Ridge Architectural Committee. Please complete these forms and remit to:

Architectural Committee
Sea Ridge Condominium Association
c/o Seabreeze Management Company, Inc.
26840 Aliso Viejo Parkway, Suite #100
Aliso Viejo, CA 92656 949-672-9021
Attn: melissa.vitali@seabreezgmt.com

Owners Name: _____ Phone No _____

Sea Ridge Address _____ Mobile No _____

E-Mail Address _____

Description of Proposed Work _____

Projected Start Date _____ Projected Completion Date _____

Name of Contractor: _____

Contact Information: _____

California State Contractor License Number: _____

Note: All Contractors must be licensed with the State of California. (If the work to be performed will be done by the homeowner, please note.)

Please follow these steps: Note: Each homeowner must submit plans and specifications for landscape, hardscape, patio, and building improvements to the Architectural Committee prior to commencement of work.

- 1) Review Attached Architectural Guidelines
- 2) Enclose drawings and detailed plans/specifications that provide the following:
 - A. Complete dimensions of improvements proposed (drawn to scale).
 - B. Measurements of improvements in relationship to home and lot lines.
 - C. Identification of building materials and color scheme to be used (provide sample color chips)
 - D. Drawing showing affected elevations (patio covers, gates, etc.)
 - E. Description/drawing showing how drainage will be affected (flow direction and slope)
- 3) Check with Dana Point Building Department or website danapoint.org for Permit Requirements
- 4) If you receive approval to change something for which the HOA has been responsible, you as owner will assume future maintenance responsibility, be required to sign a covenant to be recorded, and to notify future owners of this responsibility.

Important – Read Carefully

Any compliance with Local Government Ordinances and Building Codes regarding architectural/structural changes and additions are strictly between the Homeowner and these regulating bodies. Approval of this request does not imply the Association’s acceptance based upon the above mentioned regulations. It is your responsibility to contact these regulating bodies as required. If further architectural and/or design changes are to take place, which are not part of the application, applicant must submit a new application for the proposed improvements. Your request will be reviewed by the Architectural Review Committee and will be given a decision within 45 days after receiving a completed application including all plans and specifications as outlined above.

The undersigned owner acknowledges and agrees that:

- 1) I have received, read, and understand the Architectural Guidelines, Standards and Procedures and agree that the provisions of the same are made a part of this application, including all homeowner obligations and liabilities therein.
- 2) I also acknowledge that architectural approval is not intended to be, nor shall it be considered a substitute for obtaining required local governmental permits, inspections, and approvals. I acknowledge that local governmental permits and inspections may be required and that it is my responsibility to obtain all such permits and inspections at my sole expense.
- 3) No work on the proposed improvements shall commence until I have received written approval of my final improvement plans from the Association and have satisfied any and all conditions of such approval.
- 4) My failure to obtain the required Association approval of any improvements or to comply with all applicable architectural standards will constitute a violation of the CC&R’s and I may be required to modify or remove such improvements at my sole expense.
- 5) The alteration is to be completed within 180 days after the starting date indicated on the application. Please contact the Property Manager for an extension if the alteration cannot be completed within that time frame.
- 6) Upon completion of the alteration, the work must be inspected and signed off by the Architectural Committee.

Homeowners Signature

Date

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Association Use Only:

Status	Date
____ Approved	_____
____ Postponed	_____
____ Disapproved	_____

Comments: _____

Project Approval Status – Sea Ridge Association

Date

Sea Ridge Condominium Association No. 1

Architectural Submission Checklist

All items listed below must be included with your architectural application for your submission to be deemed complete and reviewed by the Architectural Committee.

Please check applicable items below: Submitted by: _____
Please print name

Forms Required

- Property Improvement – Architectural Application (completed & signed)
- Neighbor Awareness Form (signed by applicant and neighbors)
- Signed and notarized Covenant (if applicable)

Fees if Applicable

- Recording Covenant

Plans and Specifications

- Two (2) sets of plans & specifications
- Drawn to scale 1/8" = 1'0" or 1/4" = 1'0"
- Scale legend

Proposed Unit Alterations

- Windows
- Plumbing
- Heating/Air Conditioning
- Landscaping
- Wall Modifications
- Other*

Hardscape (patio slabs, walkways, etc.)

- Dimensions shown on plans
- Show grades for all hardscape (flow direction and slope)
- Patio slab/hardscape is shown 2" – 4" below patio door threshold/stucco screed
- Material & colors specified for finished surfaces (concrete, brick, stone, etc.)

Landscape

- Plant materials – species, size, location
- Grades for landscape area (flow direction and slope)
- Existing and proposed drainage systems

Miscellaneous (patio covers, awnings, built-in barbecues, fountains, fences, gates, etc.)

- Dimensions (height, width, & length) shown on plans
- Materials specified
- Finish colors specified
- Elevation View of structure shown on plans

*Other (Description):

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Neighbor Awareness Form

The intent of this form is to advise your neighbors who own residences facing and adjacent to yours of your planned improvement. Failure to obtain these signatures could delay approval in cases where visibility, drainage, noise, etc. are involved. Neighbors are invited to contact the Architectural Committee to disclose their concerns and comments. However, while neighbor's comments are welcome, final disposition of all applications will be based on the application's conformance with architectural guidelines, standards, and procedures.

The undersigned applicant certifies that the attached plans and specifications were made available to the following adjacent (facing, side, rear) neighbors as listed below.

Address of Improvements: _____

Descriptions of Improvements: _____

Please have neighbors sign and complete this section

Next Door Neighbor:

Signature: _____ Date: _____

Address: _____

Comments: _____

Next Door Neighbor:

Signature _____ Date: _____

Address: _____

Comments: _____

Rear Neighbor:

Signature: _____ Date _____

Address: _____

Comments: _____

Facing Neighbor:

Signature: _____ Date _____

Address: _____

Comments: _____

Applicant's Signature

Date

Sea Ridge Condominium Association No. 1
Notice of Completion Form

Date _____

I hereby certify that all work has been completed and done in compliance with the approved plans and conditions.

Sea Ridge Address where work took place: _____

Owner's Printed Name: _____

Signature: _____

Mailing Address: _____

E-Mail Address: _____

Daytime Phone: _____ Mobile Phone: _____

Type of Work: ____ Unit Alteration ____ Hardscape ____ Landscape ____ Miscellaneous ____ Other
Description: _____

____ Copies of signed-off City Permit(s) (if applicable)

____ Copy of Recorded Covenant(s) (if applicable)

Do Not Write Below This Line

The Architectural Committee has inspected the improvements and final documents and recommends the following:

____ APPROVED: Final inspection is complete and the owner is in substantial conformance with the approved plans and required documentation.

____ DISAPPROVED: Homeowner is not in substantial conformance with the approved plans and/or required documentation. Homeowner shall remedy/modify/remove the nonconforming items within 60 days. After all nonconforming items have been remedied, Homeowner shall resubmit the Completion Form to the Management Company for a second request for final HOA inspection.

Note: Alterations not brought into compliance are subject to Board action.

Sea Ridge Condominium Association No. 1 Authorized

Signatures:

Date: _____

Date: _____

Date: _____

ARCHITECTURAL SUBMISSION & REVIEW PROCEDURES

A. Requirements for Association Approval of Physical Changes to Property

No alteration to the exterior (including landscaping), structural alteration to the interior, interior alteration which would be visible from the exterior of a building, alteration to any of the common elements encroaching upon a unit, including but not limited to pipes, heating and cooling systems, vents or plumbing within the walls shall be commenced or maintained, until the plans and specifications therefore showing the nature, kind, shape, height, width, color, materials, and location of the same shall have been submitted to the Sea Ridge Architectural Committee on the Architectural Application, and approved in writing. **(Article 9, Section 9.02 of CC&Rs, and Article 16, Section 15.02, Third Amendment to Supplemental CC&Rs)**. Architectural Application should be mailed or delivered to the Architectural Committee through the Manager for the Association at the following address:

Architectural Committee
Sea Ridge Condominium Association
c/o Seabreeze Management Company, Inc.
26840 Aliso Viejo Parkway, Suite #100
Aliso Viejo, CA 92656 949-672-9021
Attn: melissa.vitali@seabreezemgmt.com

B. Procedures for Review and Approval or Disapproval of a Proposed Change

The Committee shall render a decision within **forty-five (45) days of receipt** of a completed home improvement application. If plans and specifications are disapproved, the applicant shall be advised in writing of the reason(s) for the denial and of the applicant's ability to request reconsideration by the Board of Directors. No purported oral or verbal approval of the Committee shall be permitted or effective, and any approval to be binding upon the Committee and the Association, must be in writing. **(Article 15, Section 15.02, Third Amendment to Supplemental CC&Rs)**.

C. Procedures for Request for Reconsideration/Appeal

The applicant may submit a request to the Board of Directors to reconsider the Architectural Committee's denial at an open meeting, or the applicant may request the matter to be heard in an executive session meeting of the Board of Directors. The request for reconsideration shall be in writing, shall be addressed to the Board of Directors of the Association, and shall be delivered to the Association's managing agent, Seabreeze Management, Inc., within **thirty (30) days** of the written denial. The term "delivery" as used herein is defined in Civil Code Section 1350.7. Notice of the date, time, and location of the Board of Directors meeting at which the applicant's request for reconsideration is to be considered shall be delivered to the applicant prior to the meeting. The Board of Directors shall render its decision on the request for reconsideration at the next scheduled Board meeting following the Association's managing agent's receipt of the request for reconsideration, and the Board shall transmit its decision to the Owner within **fifteen (15) days** after its decision.