

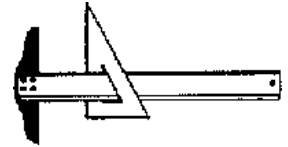


# Park Paseo Homeowners Association

25 Christamon West, Irvine, California 92620

Office: (714) 730-1560

E-mail: [Parkpaseohoa@gmail.com](mailto:Parkpaseohoa@gmail.com)



## Home Improvement Application (Non-Paint) Exhibit A

### Section 1: Owner Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home model or plan No. \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
(if known)

Type(s) of improvement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section 2: Required Plan Details

1. Location of residence on lot and the dimensions from the lot line (plot plan).
2. Complete dimensions of proposed improvements.
3. Measurements of improvement(s) in relationship to home and lot lines.
4. Description of materials and color scheme (attach color chips and material board).
5. Drawing to show elevations.
6. Floor plan (additions/remodels).
7. Minimum 1/8" scale to be used.
8. Picture of the present area being renovated, and a picture of the new improvement, whether it be from a brochure, or a drawing from a contractor.
9. Completion Date: \_\_\_\_\_

Failure to obtain the necessary prior approvals constitutes a violation of the declaration (CC&R's) and may require modification or removal of unauthorized work at the expense of the homeowner. In addition to Association approval, a permit may be required from the City of Irvine, Building Department, or other governmental agencies. The Park Paseo Homeowners Association will make a final inspection.

**Section 3: Neighbor Awareness**

The intent of this section is to advise the neighbors who own the property adjacent to and in close proximity to the lot of the proposed improvement(s) by requiring their signatures on the Home Improvement Application and their initials on the proposed plans. If the closely affected neighbor(s) residing on the property is not an owner, the address should be provided on the Home Improvement Application and the association will contact the absentee homeowner in writing upon submittal to the Architectural Committee.

Neighbors are encouraged to contact the Park Paseo HOA immediately to share comments by calling 714-730-1560, including concerns regarding the proposed plan. Please note that your signature is required as a way to indicate that you have been notified of the proposed plan. Your signature does not automatically “approve” the plan, nor does your lack of signature automatically “deny” the plan.

\_\_\_\_\_  
Impacted Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature

\_\_\_\_\_  
Impacted Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature

\_\_\_\_\_  
Impacted Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature

**Behind Your Home**

\_\_\_\_\_  
Adjacent Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature



\_\_\_\_\_  
Adjacent Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature

**Your Street**

\_\_\_\_\_  
Facing Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature

\_\_\_\_\_  
Facing Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature

\_\_\_\_\_  
Facing Neighbor’s Address

\_\_\_\_\_  
Print Legal Homeowner’s Name

\_\_\_\_\_  
Legal Homeowner’s Signature

**Park Paseo Homeowners Association**

Page Three

The information shown above and in the plans and attachments are complete and accurate to the best of my knowledge. I understand the association will make a final inspection of the project on my property for conformance to the plans submitted and approved by the Architectural Committee.

\_\_\_\_\_  
Legal Homeowner's Signature

\_\_\_\_\_  
Date

**HOME IMPROVEMENT DISCLAIMER STATEMENT**

My proposed home improvement(s) **will not** result in any future maintenance cost whatsoever to the Park Paseo Homeowner's Association. **All maintenance** of my home improvement(s) **shall be the sole responsibility of myself, my heirs or assigns.** Approval of the Home Improvement Application by the Park Paseo Architectural Committee is not to be constructed as a determination by the Park Paseo HOA, its Architectural Committee, or any other agents or members that the proposed improvements are or are not within the homeowner's property rights with respect to the rights of the individual homeowner.

\_\_\_\_\_  
Legal Homeowner's Signature

\_\_\_\_\_  
Date

**Applications must be complete and delivered to the office at least 72 hours prior to the Architectural Committee Meeting. Meeting dates are posted at [www.parkpaseoirvine.com](http://www.parkpaseoirvine.com) and at the clubhouse entry.**

## HOME IMPROVEMENT INFORMATION

All homeowners must submit a complete Home Improvement Application along with any relevant brochures or pamphlets describing the materials, style and color of the improvement items (e.g.: roof tiles, garage door, etc.) Two (2) sets of complete plans or blueprints (see required details below) must be submitted. The plans must be approved by the Park Paseo Architectural Committee prior to any alterations to the property, as specified in the Park Paseo Association Architectural Guidelines and Standards. A current copy of the Guidelines can be obtained from the clubhouse manager, or on the association's website at [www.parkpaseoirvine.com](http://www.parkpaseoirvine.com). In accordance with the CC&R's, the Architectural Committee has a maximum of 30 days to render a decision on the Home Improvement Application after a fully completed Application has been filed. If a Home Improvement Application is not received and approved prior to the commencement of work, a Plan Processing Fee of \$50.00 shall be assessed, in accordance with the enforcement policy stated in Article III of the Architectural Guidelines and Standards.

## EXPLANATION OF ATTACHED APPLICATION

### Section 1: Owner Information

This section supplies the Association with general information concerning the legal owner of the property, and is required to process an Application. Information regarding the legal owner should include the name, mailing address, email address and telephone numbers.

### Section 2: Required Plan Details

This Section specifies the required details and information necessary to complete the Application. The homeowner is reminded that it is the homeowner's responsibility to obtain any necessary permits from the City of Irvine, Building Department, or other governmental agencies.

### Section 3: Neighbor Awareness

The intent of this Section is to advise neighbors who own property adjacent to and in close proximity to the lot of the proposed improvement by requiring their signatures on the Home Improvement Application and their initials on the proposed plans. **If the neighbor(s) residing on the affected properties are not legal owners or if the legal owners cannot be contacted for signatures, that information must be provided to the Park Paseo HOA, as specified in Section 1 above at least ten (10) days prior to the Architectural Committee meeting. The Association will then contact the legal owner in writing upon submittal of the Home Improvement Application.**

**ARCHITECTURAL COMMITTEE DECISION**

**For Office Use Only**

**Park Paseo Homeowner's Association  
Architectural Review Processing**

APPROVED

DISAPPROVED

Stipulations:

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Reasons for Disapproval:

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Comments:

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Architectural Committee:

Date: \_\_\_\_\_

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Member Signature

(Quorum of 3 Signatures Mandatory)

**INSPECTION AFTER COMPLETION OF IMPROVEMENT(S)**

APPROVED

DISAPPROVED

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date