

# VILLAGE COTTAGES HOMEOWNERS ASSOCIATION

C/O Powerstone Property Management  
9060 Irvine Center Drive, Irvine, CA 92618  
Phone: (949) 716-3998

## HOME IMPROVEMENT FORM (Exhibit A)

Owner:	Date:
Property Address:	
Home Phone:	Cell Phone:
Email Address:	

Type of work proposed (check all that apply):		
<b>LANDSCAPE</b>	<b>HARDSCAPE</b>	<b>EXTERIOR</b>
<input type="checkbox"/> Front yard <input type="checkbox"/> Rear yard <input type="checkbox"/> Exterior Paint: Color Scheme # _____	<input type="checkbox"/> Wall <input type="checkbox"/> Pavers	<input type="checkbox"/> Lighting <input type="checkbox"/> Roof <input type="checkbox"/> BBQ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Water Feature <input type="checkbox"/> Gate/Fence <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Patio Cover/Gazebo <input type="checkbox"/> Room Addition <input type="checkbox"/> Solar Panels

The undersigned owner acknowledges and agrees that no work on the proposed improvements shall commence until written approval is received from the Committee and all conditions of such approval have been satisfied. Failure to obtain the required Committee approval of any improvement or failure to comply with all applicable architectural guidelines and local ordinances/building codes will constitute a violation of the CC&Rs and as the owner, I may be required to modify or remove such improvement at my sole expense.

_____ Owner's Signature	_____ Owner's Printed Name	_____ Date
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### *Committee Use:*

☐ APPROVED AS PRESENTED

☐ APPROVAL CONDITIONED AS FOLLOWS:

\_\_\_\_\_

☐ DISAPPROVED FOR THE FOLLOWING REASONS:

\_\_\_\_\_

☐ INCOMPLETE APPLICATION - RETURNED TO APPLICANT/OWNER

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

COMMITTEE SIGNATURE: \_\_\_\_\_

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

COMMITTEE SIGNATURE: \_\_\_\_\_

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

COMMITTEE SIGNATURE: \_\_\_\_\_

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

# VILLAGE COTTAGES HOMEOWNERS ASSOCIATION

## FACING, ADJACENT AND IMPACTED NEIGHBOR STATEMENT

### (Exhibit B)

The intent is to advise your neighbors who own property adjacent to and in the immediate vicinity of, your lot (property) line or unit. Neighbors must sign this form and may add their comments in the space provided below. Each neighbor must also initial each set of plans. Signing this form does not denote approval of the plans. A neighbor's objection to the plans will not necessarily cause Committee denial of the plans if the plans comply with the Architectural Guidelines.

ADJACENT REAR YARD:

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Neighbor Name

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Lot # / Address

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Signature

ADJACENT REAR YARD:

---

Neighbor Name

---

Lot # / Address

---

Signature

LEFT SIDE:

---

Neighbor Name

---

Lot # / Address

---

Signature

YOUR

HOUSE

RIGHT SIDE:

---

Neighbor Name

---

Lot # / Address

---

Signature

FACING FRONT YARD:

---

Neighbor Name

---

Lot # / Address

---

Signature

FACING FRONT YARD:

---

Neighbor Name

---

Lot # / Address

---

Signature

The undersigned owner acknowledges and agrees to notify the impacted neighbor(s) of any pending construction or exterior modification, which is only permitted during the following times:

8 a.m. - 5 p.m. Weekdays | 8 a.m. - 5 p.m. Saturdays | No work on Sundays or any Federal holidays

Owner's Signature

Owner's Printed Name

Date

**Exterior Paint Request – Additional Photos Required (Exhibit C)**

Please provide clear photos of your neighbor's homes.

**Digital Photo  
(front of house)**

Adjacent Neighbor - Right

**Digital Photo  
(front of house)**

Your Home

**Digital Photo  
(front of house)**

Adjacent Neighbor - Left

# VILLAGE COTTAGES HOMEOWNERS ASSOCIATION

## ARCHITECTURAL REVIEW APPLICATION CHECKLIST

### CHECKLIST (Homeowner to Complete)

A description of what must be included on each of the drawings required below may be found in the Architectural Guidelines.

#### **Part I – All Improvements**

This part lists the submittal requirements for All Improvements, which must be included with any and all submittal requests.

- \_\_\_\_\_ Completed Home Improvement Application (Exhibit A)
- \_\_\_\_\_ Facing, Adjacent and Impacted Neighbor Statement (Exhibit B)

#### **Part II – Landscape Improvements**

This part must be completed by all applicants for Improvements involving all landscaping in any yard (i.e., plant material, hardscape, spa or pool, fences and walls).

- \_\_\_\_\_ Landscape Plan (may be included as part of Plans/Drawings)
- \_\_\_\_\_ Planting Plan (common names and not Latin names)
- \_\_\_\_\_ Photographs of existing area before proposed construction improvements

#### **Part III – Exterior Improvements**

This part must be completed for exterior alterations including, patio covers, trellises, gazebos, balcony, window and door treatment, and material changes.

- \_\_\_\_\_ Exterior Elevations
- \_\_\_\_\_ Floor Plans (in the case of detached structures, such as gazebos, floor plans may be included in the Plans/Drawings)
- \_\_\_\_\_ Photographs of existing area before proposed construction improvements

#### **Part IV – Building Plans/Additions**

This part must be completed for space Improvements, such as room conversions affecting the exterior appearance of the homes.

- \_\_\_\_\_ Exterior Elevations
- \_\_\_\_\_ Floor Plans (may be included on Plot Plan)
- \_\_\_\_\_ Roof Plan
- \_\_\_\_\_ Building Section(s) (if necessary)
- \_\_\_\_\_ Photographs of existing area before proposed construction improvements

#### **Part V – Exterior Painting**

This part must be completed for any exterior repainting.

- \_\_\_\_\_ Color Scheme Selection from Village Cottages color book or;
- \_\_\_\_\_ Paint chip samples of all proposed colors denoting the location of each color to be used
- \_\_\_\_\_ Completed Exhibit C – Additional Photos Required

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Phone: (949) 716-3998

## NOTICE OF COMPLETION FORM

Owner:	Date:
Property Address:	
Home Phone:	Cell Phone:
Email Address:	

Type of work completed (check all that apply):		
<b>LANDSCAPE</b>	<b>HARDSCAPE</b>	<b>EXTERIOR</b>
<input type="checkbox"/> Front yard <input type="checkbox"/> Rear yard <input type="checkbox"/> Exterior Paint: Color Scheme # _____	<input type="checkbox"/> Wall <input type="checkbox"/> Pavers	<input type="checkbox"/> Lighting <input type="checkbox"/> Roof <input type="checkbox"/> BBQ <input type="checkbox"/> Other: _____ <input type="checkbox"/> Water Feature <input type="checkbox"/> Gate/Fence <input type="checkbox"/> Pool/Spa <input type="checkbox"/> Patio Cover/Gazebo <input type="checkbox"/> Room Addition <input type="checkbox"/> Solar Panels

Be sure to submit this form by your installation deadline (per your approval letter) and include the following with your Notice of Completion form:

- ☐ Color photographs of all completed improvements

Notice is hereby given that the undersigned is the owner of the above noted property where the work took place and that the improvements proposed in the approved architectural application have been completed in accordance with the Board's written approval.

I understand that I am responsible for correcting any portion of the improvement that does not meet the specifications in the approved plans and that the Board has sixty (60) days from receipt of this notice to inform me of any modifications needed.

_____ Owner's Signature	_____ Owner's Printed Name	_____ Date
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**Committee Use:**

☐ APPROVED AS PRESENTED

☐ DISAPPROVED FOR THE FOLLOWING REASONS:

\_\_\_\_\_

COMMITTEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMITTEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_