

GREENTREE HOMES ASSOCIATION

HOME IMPROVEMENT APPLICATION

Owner/Property Information

Name: _____ Date: _____

Property Address: _____

Home/Cell phone: (____) _____

Mailing Address (if different than property address): _____

Email: _____

House Model _____

Existing House Color and Roof Type (include photo): _____

Description of Proposed Improvement(s): _____

Proposed Start date: _____ Projected Completion date: _____

Neighbor Awareness: The neighbor signature is not an approval. The intent is to advise your neighbor of your proposed improvements. (Signatures from all adjacent neighbors required)

_____	_____	_____	_____
Name (print)	address	signature	date
_____	_____	_____	_____
Name (print)	address	signature	date
_____	_____	_____	_____
Name (print)	address	signature	date

Required Attachments

Please include the following information with your request and Home Improvement Application:

Please submit your complete plans along with the following information:

- a. Location of residence on lot and the dimensions from the lot line (plot plan).
- b. Complete dimensions of proposed improvements (roof, floor and detail plans).
- c. Measurements of improvement(s) in relationship to the home and lot lines.
- d. Description of materials and color scheme (attached color strips).

- e. Drawing to show effected elevations (elevation plan).
- f. Complete Home Improvement Application.
- g. Photograph(s) of the existing property. (refer to page 1 for details)

PLEASE NOTE:

- ⇒ **The failure to obtain the necessary approvals prior to beginning any exterior work or construction or the failure to construct and complete the work pursuant to the plans and specifications approved by the Architectural Committee, constitutes a violation of the CC&Rs, is subject to the fining policy and/or legal action, and may require modifications or removal of unauthorized work at the expense of the homeowner.**
- ⇒ **If disapproved, you may resubmit your application with the denied items addressed.**
- ⇒ **If disapproved, you may appeal the decision in writing to the Greentree Homes Association Board of Directors within 30 days of receipt of the Committee's final decision.**
- ⇒ **Approval of this application by the Committee does not relieve the homeowner from the responsibility of obtaining proper City of Irvine building permits.**
- ⇒ **Minor modifications must be completed within 120 days of approval by the Committee. All other work must be completed within one year of approval by the Committee.**
- ⇒ **Work must begin on major modifications within 120 days from approval by the Committee or a new application will be required.**
- ⇒ **Architectural approval of this plan does not constitute acceptance of any technical or engineering specifications, nor shall the approval be deemed approval of any plan or design from the standpoint of structural safety or conforming to building or other codes. The Greentree Homes Association assumes no such responsibility. The function of the Architectural Committee is to review submittals as to aesthetics and conformance to the Association guidelines and standards. All technical and engineering matters are the responsibility of the lot owners.**

SUBMIT COMPLETED APPLICATION TO:
 Greentree Homes Architectural Committee c/o
 Coastal Management & Consulting
 4540 Campus Drive, Suite 100
 Newport Beach, CA 92660
 karried@nbcoastal.com

Telephone: 949.506.5807
 Hours: M-F 9:00am-5:00pm

I understand that all improvements to my property must comply with the Greentree Homes Association Architectural Guidelines and Standards. Further, I hereby declare that the information shown above and the plans and attachments, are complete and accurate to the best of my knowledge:

Signature of Legal Owner: _____ Date: _____

GREENTREE HOMES ASSOCIATION

FEE SCHEDULE

Type of Application	Review Fee	Handling/ Admin fee	Per Insp. Fee	# of Req. Insp	Const. Time Limit Months (Completion)	Total Cost to Submit to HOA
New home construction	\$500	\$95	\$100	4	12	\$995
Exterior Remodel	\$500	\$95	\$100	3	12	\$895
Room addition/Room extension/Minor Remodels	\$250	\$95	\$100	2	12	\$545

* The above referenced applications are typical when a fee would be required. Please refer to page 3 and 4 for further descriptions related to these applications and fee requirements. The costs to the owner will be limited to the actual costs incurred by the Association for the review. If the third-party review is required, the owner will be notified, and payment of the fees will be required before the plans will be considered a complete submittal. Once the Association is in receipt of the payment and has a complete submittal, then the Association will proceed with the application process. Please be advised that these fees only include 2 submittals; therefore, if you require more submittals in order to obtain approval for the proposed project you will be responsible for additional fees.

*Other applications not listed on this attachment do not fall into this fee category and will be reviewed solely by the Architectural Committee; therefore, no fees will be incurred.