Havasu Mobile Estates Homeowners' Association

ARCHITECTURAL REVIEW COMMITTEE
Request for Project/Exterior Alteration Approval

Please complete this application and attach copies of your proposed property improvements. Mail, email or deliver to:

Attn: Mike Aleksich
Havasu Mobile Estates
P.O. Box 1747
Havasu Lake, CA. 92363
Havasumobileestatesinc@outlook.com

I. HOMEOWNER INFORMATION

NAME:_____ DATE:_____

PROJECT PROPERTY ADDRESS: _____ LOT#_____

MAILING ADDRESS:_____
STREET CITY/STATE ZIP

EMAIL ADDRESS: _____

HOME/CELL PHONE:_____ WORK PHONE:_____

II. ARCHITECT, ENGINEER, OR OWNER'S REPRESENTATIVE (if applicable):

NAME:_____ PHONE NUMBER:_____

MAILING ADDRESS:_____
STREET CITY/STATE ZIP

III. DESCRIPTION OF PROJECT:
(Give full details of project proposal. and location on the property)

_____

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PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST (ATTACH ADDITIONAL DRAWINGS TO THIS FORM):

1) Description of improvement.

2) Location of residence on lot and the dimensions from lot lines.

3) Complete dimensions of improvement proposed. (Length, width, height)

4) Measurements of improvements and lot lines including setbacks.

5) Description of materials and color schemes.

6) Drawings to show affected elevations.

I UNDERSTAND AND AGREE THAT:

The above and attached information is complete and accurate to the best of my knowledge. Improvement work/installation is to be at no cost whatsoever to the Association. Any further maintenance, repairs or damage related to, or caused by this improvement shall be the responsibility of the owner, heirs or assigns. Any deviation from the approved plans and specifications outlined in the application shall require subsequent approval from the Architectural Review Committee. Failure to obtain such subsequent approval will nullify the approval of the Architectural Review Committee and said improvements shall be deemed to have been undertaken without the Committee's approval.

I understand that my proposed improvements may require a permit from the County/State Building Department or other government agencies, and I will obtain all required permits before commencing any work. I agree I will do no work that will change the existing drainage patterns. I am aware that any changes may result in substantial damage to adjacent properties.

I ACKNOWLEDGE I have read and understand ***Havasu Mobile Estates CC&R's Declaration of Restrictions*** *as well as the following* ***ARCHITECTURAL REVIEW COMMITTEE STANDARDS AND PROCEDURES.*** *In specific, page 6, Section E, Item 1, Paragraph A, regarding setback requirements pertaining to my project.*

I will assume responsibility for any work under the above proposed improvement that I or my contractor complete which may, in the future, adversely affect adjacent properties. ***I will assume responsibility for all future maintenance of this addition or improvement.***

I will assume full responsibility for violating any of the terms and conditions of Havasu Mobile Estates Bi-Laws, CC&R's/Declaration of Restrictions in the course of my application approvals or construction of project which may result in fines, or any court costs associated with the HOA defending their standards and procedures.

SIGNATURE:_____ DATE:_____
OWNER (If representative authorization must be attached)

ARCHITECTURAL REVIEW COMMITTEE
STANDARDS AND PROCEDURES

A. INTRODUCTION

One of the most important functions of the Homeowners Association is the preservation of the architectural character of the project to enhance and maintain the desirability and attractiveness of the entire community. The Association has the duty to administer and enforce the Architectural Standards within the community by the authority given to it in the Declaration of Restrictions. The Declaration of Restrictions provides for an Architectural Review Committee. This Committee has the authority to review and approve or disapprove all plans and specifications submitted to it for any proposed improvement. The Declaration of Restrictions also provides the authority for the Architectural Review Committee to establish Architectural Standards to be administered by the Committee.

The Architectural Review Committee may condition its approval of plans and specifications with such changes it deems appropriate and may require submission of additional plans and specifications or other information or materials prior to approving or disapproving plans and specifications.

B. SUBMISSION PROCEDURES AND CONDITIONS

The approval of any improvement, the Architectural Review Committee does not waive the necessity of obtaining any city, county, or state permits. Obtaining a city, county or state permit does not waive the need for Architectural Review Committee approval.

1. Applications: All applications for approval shall be made to the Architectural Review Committee.

   Please note that no work can begin prior to Architectural Review Committee approval.

2. Standard Forms: All requests for Architectural Review Committee approval must be made on standard Homeowners Association form and should include any attachments.

3. Required Copies: Three (3) complete sets of plans, or (1) one electronic copy, showing the items requested in Section D of these standards must be submitted with the application.

4. Right of Entry: If the construction work requires the use of common area property, the applicant shall obtain written permission from the Association for "Right of Entry" during the course of construction. A copy of this letter granting permission shall be filed with the Architectural Review Committee prior to the start of construction.

5. Security Deposit: The Architectural Review Committee may require the posting of a security deposit, in a reasonable amount to cover, among other things, the cost of restoration or repair of common areas. In addition to a security deposit, the Architectural Review Committee may require the applicant to execute an indemnity or restoration agreement for said common areas.

6. Fees: No fee is required at this time.

7. Incomplete Submission: Submissions lacking the required number of copies, information, request form, fees, security deposits, or agreements shall be deemed not submitted and returned to the applicant.

8. Non-Liability: Plans and specification are not approved for engineering design. By approving such plans and specifications neither the Committee, the members therefore, the Association, the members, nor the Board of Directors assumes liability or responsibility therefore, or for any defect in structure constructed from such plans, and specification.

9. Disposition: Upon approval, disapproval or in the event the Architectural Review Committee request clarification or additional information, submissions shall be distributed as follows:

   a. One plan shall be retained by the Committee as its working copy.

b. Once approved, one plan shall be placed in the Association files. Any remaining hard copies will be returned to the applicant or sent directly to the appropriate governmental agency for submittal.

c. Once approved, the applicant will then be responsible for providing to the Board of Directors two state forms, **HCD 538 and HCD 50** for Board signatures to obtain governmental agency permits.

d. One approved, plan and governmental agency permit shall be required to remain at the work site during construction until such time as a final inspection has been made by the Committee or its designated representative and governmental agency inspectors.

e. Disapproved plans or those requiring clarification or additional information shall be returned to the homeowner. Said plans shall be included with subsequent submissions.

f. Any plans that are changed would need to be resubmitted for review and approval by the Architectural Review Committee.

10. Appeals: In the event plans and specifications submitted to the Architectural Review Committee are disapproved thereby, the party or parties making such submissions may appeal in writing to the Homeowners Association Board of Directors. The written request must be received by the Board within fifteen (15) days after the final decision of the Architectural Review Committee. The Board may submit such a request to the Architectural Review Committee for review, whose written recommendation will be submitted to the Board. Within sixty (60) days following receipt of the request for appeal, the Board shall render its written decision.

11. Enforcement: Failure to obtain the necessary approval from the Architectural Review Committee constitutes a violation of the Declaration of Restrictions and may require modifications or removal of work at the expense of the homeowner. The Homeowners Association has the authority to commence legal actions to restrain any threatened breach of these restrictions and to enforce all provisions, which provides for reimbursement to the Association for legal fees and expenses to enforce compliance, which if unpaid may result in liens against the property.

12. Violations: All owners and residents have the right to bring to the attention of the Architectural Review Committee any violations of any provisions or standards which the Board of Directors has adopted.

13. Conditions Not Covered: Any condition not covered, or materials not contained within these standards shall become a matter of judgment on the part of the Architectural Review Committee.

C. CONDITIONS OF APPROVAL

The following shall be the conditions of any approval and shall be incorporated by reference only on the approved plans of the Architectural Review Committee's letter of approval. It shall be the responsibility of the owner to ensure that these conditions are enforced upon all persons or firms used, engaged, or employed in carrying out any operation or trade in conjunction with any improvement.

Time Period:

1. All work on improvement shall be completed within six (6) months after the date of approval unless otherwise specified in writing by the Architectural Review Committee. In the event work is not completed within the specified time, the Committee may withdraw the approval and require a new submission. The Committee shall take into consideration extenuating circumstances such as weather, labor disputes and/or shortages of or delays in delivery of materials prior to withdrawing its approval or when reviewing a resubmission.
2. Unsightly Items: All rubbish, debris and unsightly material or objects of any kind shall be regularly removed. Removals should be made weekly and will not be allowed to accumulate on streets or common areas.

3. Maintenance of Improvements: The repair and maintenance of any work of improvements will be the responsibility of the installing owner and any subsequent owner.
4. Inspection: As required by the Declaration of Restrictions, the owner shall within thirty (30) days of completion of improvements, notify in writing the Architectural Review Committee of such completion for the Committee to make its inspection as to compliance with approved plans and specification. In the event the Committee fails to inspect within sixty (60) days after having been notified by the owner, in writing, the improvements shall be deemed approved if proper notice was given.

10. Either contractor or homeowner is responsible for any damage to common area as a result of the construction project and for cleaning of streets during and after construction.

D. REQUIRED PLANS

Plans must be prepared in accordance with applicable building codes and be clear and concise as to intent.

1. Preliminary Plans: Preliminary drawings or plans are recommended when improvements are of a complicated nature or require a variance.
2. Working Drawings: Working drawings shall contain, where applicable, all the following together with a copy of all preliminary plans reviewed by the Committee.

    a. Plot Plan:

        i. Indicate legal description, address, name of owner, and telephone numbers for business and residence on the plans. Indicate the north arrow and the scale of the drawings. Show all appropriate setbacks and distances from neighboring structures.
        ii. Show buildings, fences, and other improvements both existing and proposed.
        iii. Identify adjacent common areas and describe existing improvements.

    b. Grading Plan:
    (When necessary)
        i. Changes of finished grade must be accompanied by a grading plan prepared by a registered civil or professional engineer or licensed landscape architect.
        ii. Show contours, flow lines, finished grades, and any drainage devices.

    c. Exterior Colors and Finishes:

        i. Include color sample board or an elevation sheet with color chips attached clearly noting where colors are to be used.
        ii. Submit samples of masonry and finish roofing materials. Descriptions are acceptable for common materials such as used and common brick and wood shakes or shingles.
        iii. Color and material samples are not required when drawings Indicate "color and material to match existing."

E. DEVELOPMENT STANDARDS

The following shall apply to all improvements:

1. **General Development Standards**

Development Standards are registered with the County of San Bernardino "Declaration of Restrictions" for TRACT No. 8284 as per map recorded in book 118, pages 85 to 92 inclusive

of maps, records of San Bernardino County, and have been adopted and accepted as the minimum requirements in Declaration of Restrictions by the Havasu Mobile Estates. Article VI, Section 6.1 Residential Use Only. Even though permits are currently obtained by the State of California (HCD) Housing and Community Development, Havasu Mobile Estates CC&R's, which coincide with County of San Bernardino standards are more restrictive than the Title 25 standards set forth by the State of California (HCD) Housing and Community Development.

a. **Setbacks:** Minimum setback standards adopted by the Homeowners Association were established by the County of San Bernardino and applicable building and zoning codes. These standards affect all improvements including, without limitation, buildings, outbuildings, garages, carports, pools, recreation facilities, parking areas, awnings, patio covers, balconies, stairs, and decks.

In general, the minimum front yard setback is twenty-five (25) feet from the street property line (some may be less per tract map 8284), and the minimum side yard set back is five (5) feet. The minimum rear yard setback as specified in Havasu Mobile Estates Declaration of Restrictions is fifteen (15) feet from the rear property line except that private accessory structures and private swimming pools may be approved to be located not less than five (5) feet from the rear property line. Some properties may be subject to Southern California Edison approvals or other utility easement restrictions.

2. **Drainage and Fill**

a. The original course of surface water flow shall not be distributed or altered to adversely affect neighboring property.

3. **Workmanship and Diligence in Construction**

All works of improvements shall be performed in a manner consistent with the standards of the existing structures, fences, or common area improvements. Any work deemed by the Architectural Review Committee as not meeting the standards shall be reworked to meet those standards or removed and the building or common area restored to their condition prior to commencement of the work by the owner. In the event an owner refuses to rework, remove and/or restore as called for above, the Architectural Review Committee shall request the Board of Directors to cause such rework removal and/or restoration to be carried out and the cost thereof shall be assessed to the owners as provided in the Declaration of Restrictions.

The work of construction and erecting any building or other structure shall be prosecuted diligently from the commencement thereof, and the same shall be completed within a reasonable time.

NOTE: IF A CONFLICT SHOULD ARISE BETWEEN THE STANDARDS CONTAINED IN THIS DOCUMENT AND THE REGULATIONS OF THE COUNTY OF SAN BERNARDINO, OR OF ANY OTHER GOVERMENTAL AGENCY, THEN THE MOST RESTRICTIVE STANDARDS SHALL APPLY.

Acknowledgement:

I have read and fully understand my responsibilities as outlined in this document.
I accept full responsibility for the accuracy of this information.

Property Owner/Responsible Party:

Print: _____
Sign: _____ **Date:** _____

Havasu Mobile Estates Representative:

Print: _____
Sign: _____ **Date:** _____

DO NOT COMPLETE -- ARCHITECTURAL REVIEW COMMITTEE ONLY
(This approval is not a City, County or State building permit)

COMMITTEE SIGNATURES:		Approve	Deny
_____	DATE:_____	❒	❒
_____	DATE:_____	❒	❒
_____	DATE:_____	❒	❒

COMMENTS:

_____

_____

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COMMITTEE RECOMMENDATION:

- ❒ APPROVAL TO PROCEED WITHOUT CONDITION OR RESTRICTION
- ❒ CONDITIONAL APPROVAL: _____
- ❒ DISAPPROVAL REASONS: _____

DATE: _____

COMMITTEE REPRESENTATIVE:

_____
Print Name

_____ DATE:_____
Signature

Form Rev.8/23