

THE WOODS AT GRANITE BAY HOMEOWNERS ASSOCIATION REQUEST FOR APPROVAL OF HOME IMPROVEMENT PLANS

Notes on Form Completion

If you are planning on making changes to the exterior of your house, major changes to the front yard landscaping, or changes to the backyard such as a pool or raised structures, owners are required to have the change(s) reviewed by the HOA architecture committee prior to starting the project. Note that this applies to solar panels* (photovoltaic or solar water heating). This process helps our neighborhood maintain the appeal and value from which we all benefit.

*The California Solar Rights Act prevents an HOA from denying a solar panel installation, but does allow the HOA to review installation plans for aesthetic purposes. The HOA may request changes to the installation as long as the energy efficiency is not reduced by more than ten percent, and the total cost of any change does not exceed \$1,000.

Proposed changes - It is important to provide complete information. If you're changing or adding colors, please provide a sample of each color, as well as show where the color(s) will appear. Changes to the outside of the house, such as different paint color, different windows, door (or door color), exterior lights attached to the house, garage doors, etc. must all be reviewed and approved by the architecture committee before installation.

Sheds must conform to the color and setback requirements appearing in the Association's Rules and Regulations. Generally speaking, the shed colors must match the house or, in some instances, the fence color. Sheds must not be closer than five feet to any shared side fence, and ten feet to a rear fence. They must be close to 100 percent screened from view from any common area.

Neighbor signature - Please share your plans with those neighbors who would most likely see the proposed change(s). Note that the second page of the form is for neighbor *acknowledgement*. They are not approving or disapproving the proposed changes, but acknowledging that they have seen the plans. In sharing your plans with your neighbors, you'll know if something is really objectionable before it gets to the architecture committee. And, if your neighbors seem happy with your plans, it's likely the architecture committee will be as well.

Submission – The form and any attachments can be mailed to our management company (see the last page of the form for the address). If you choose to send the package via email, please note the following:

- Documents should be in PDF format. If you're scanning the form (or any other non-picture) document, please save it in PDF format. Do not save it as a picture file, e.g. ".jpg" ".jpeg" ".png". Do not submit a picture of a form taken on a mobile phone.
- Any scanned pictures are acceptable in .jpg, .jpeg, .png, or PDF format.

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HOA Review - The architecture committee will review the plans as quickly as possible. However, please keep in mind that the committee members are fellow owners who, like you, have jobs, take vacations, and have other responsibilities in addition to the volunteer work on the committee. Please keep this in mind when specifying a proposed completion date. Please do not start work on your project before receiving an approval notice from the Association.

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In accordance with *The Declaration of Covenants, Conditions and Restrictions* (commonly referred to as the CC&R's) for The Woods, homeowners wishing to make certain home improvements must secure approval from the Association prior to the commencement of any construction. Please keep in mind that changes or additions must conform to color, texture, structural and architectural guidelines specified in the CC&R's.

The architecture committee has 30 days in which to respond to the application. We do, however, try to respond as quickly as possible. Note: Once approval is given, the applicant(s) have one year to begin work. Otherwise, you must submit a new request form to the homeowner's association.

HOMEOWNER INFORMATION		
Name:		Date:
Address:		Lot #:
City:	State:	Zip Code:
Home Phone:	Work Phone:	
Proposed Completion Date:	Email:	

TYPE OF ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENT

- Remodeling /Additions
- Outside walks or stairs
- Garage Doors / Exterior Doors
- Driveway
- Greenhouses/Sunrooms
- Gazebos / Sheds / Play Equipment
- Swimming Pool
- Decks / Patios
- Arbors /Overhangs
- Dog Houses / Runs
- Fences / Fence Additions and Retaining Walls
- Front Landscaping
- Solar Panels (water or electric)**

** State law allows the HOA to review the proposed panel placement for aesthetic purposes.

Materials to be used:

<input type="checkbox"/> Wood	<input type="checkbox"/> Stucco	<input type="checkbox"/> Brick
<input type="checkbox"/> Stone	<input type="checkbox"/> Concrete	
<input type="checkbox"/> Other _____		

Is the material the same color and type as your house?
 Yes No

Painting*:

<input type="checkbox"/> Repaint the house the same color
<input type="checkbox"/> Repaint house in new color(s)

*Attach paint color samples for stucco, trim and fascia

Additional Comments:

IF ADDITIONAL SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM.

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Acknowledgement of all neighbors who will be affected by your alterations/improvements is required. To expedite the processing of your application, please show and explain your plans to all those neighbors who will be affected, and have them sign on one of the lines in the box below.

NEIGHBOR ACKNOWLEDGEMENT: I have reviewed the plans of _____, and am aware of all their alterations and improvements shown on the attached plan.*

Lot #	NAME (PRINT)	SIGNATURE	PHONE #	DATE

Use this space to provide additional information or comments as applicable:

For Association Use Only: Approved Not Approved Conditionally Approved

Comments:

By: _____ Date: _____

The completed application package should include:

- This completed application form
- 2 copies of a plan to scale
- Any applicable paint or stain samples

Please submit this form and required attachments to:

The Woods at Granite Bay
c/o CAMS, Inc
601 Commerce Drive, Ste. 150
Roseville, CA 95678

Tel: 916-771-8777
Website: www.camsmgmtinc.com

* If you have concerns or objections to the proposed plan, please still acknowledge that you have seen the plans. Your comments regarding the plan can be submitted to the Architecture committee through the management company (see address in the box to the left).