

**Application for Home Improvement**  
**Los Verdes Park One Homeowners Association**  
**Structural Architecture Committee – SAC**  
([architecture@losverdespark1.com](mailto:architecture@losverdespark1.com))

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Homeowner's name \_\_\_\_\_ Unit address \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

The Structural Architecture Committee (SAC) functions under the mandates of Los Verdes Park One (LVP1) Covenants, Conditions, and Restrictions (CC&R) Article 5. Its mission, as defined by the LVP1 Homeowners Association Board of Directors is to protect and enhance the value, desirability, and attractiveness of the Park. No improvement, as defined by CC&R 5.1(a), shall be made to any unit and/or residential parcel until plans, specifications, and a completed application have been submitted to and approved in writing by the SAC.

Application Procedure

1. Prepare complete plans and specifications for the proposed improvement consistent with the CC&Rs, the SAC Rules, and relevant structural guidelines.
2. Submit plans, specifications, and a completed application for the proposed improvement to the SAC Chairperson by personal delivery or certified mail.

Review Procedure

1. The SAC shall review the application for completeness (i.e., all necessary information is included). If the application is incomplete, the SAC will so notify the applicant within 30 days of initial receipt of the application. If the SAC does not so notify the applicant within that time, the application shall be deemed denied by the SAC. The homeowner may resubmit.
2. In its report to the Board of Directors at the Board's next regular meeting following receipt of a complete application, the SAC shall announce the date, time, and place of the next SAC meeting, and a list of the applications the SAC will discuss. The Board minutes sent to all members of the HOA shall serve as notice of the meeting as required by CC&R Article 5.6.
3. At the announced meeting of the SAC, the SAC shall hold a hearing at which the applicant will be afforded an opportunity to address the committee and other homeowners will be given an opportunity to raise specific objections to the proposed improvement.
4. The SAC shall review the application and vote either "Approved," "Approved with Conditions," or "Disapproved;" or shall extend the time to review the proposed improvements, and inform the applicant of its decision in writing. This process shall be completed in 45 days from receipt of a complete application. If the matter is not resolved in that time, the request shall be deemed denied by the SAC. The homeowner may resubmit.
5. The SAC shall place its decision on the agenda of the next regular meeting of the Board of Directors following the SAC's action.
6. The Board of Directors shall affirm, rescind, or modify the SAC's decision as the Board in its discretion deems appropriate.

Procedure for Acceptance of Improvements

1. Upon completion of the approved improvements, and within 15 days of completion, the applicant shall notify the SAC Chairperson and schedule a Final Inspection.
2. The SAC shall inspect the improvements for compliance with the CC&Rs, LVP1 Rules and Regulations, relevant structural guidelines, and the conditions of approval. The SAC will notify the applicant in writing within 30 days of the inspection whether the improvements are "Accepted" or "Not Accepted." If the SAC does not accept the improvements, the notice will specify the reasons for non-acceptance and the measures the applicant must take to bring the improvements into compliance with the CC&Rs, LVP1 Rules and Regulations, relevant structural guidelines, and the conditions of approval. The Homeowner shall be responsible to make the required changes and/or corrections.
3. Upon completion of any corrective measures required by the SAC, and within the time limits established by the SAC's notice of non-acceptance, the applicant will notify the SAC Chairperson and schedule a Second Inspection.
4. Work shall begin within 12 months of the SAC's decision to approve the application.
5. The applicant may appeal any action of the SAC to the Board of Directors.

**I have read the Application Procedure, Review Procedure, and Procedure for Acceptance of Improvements and I am aware of the CC&Rs and SAC's guidelines for home improvements. In addition, I attest that the information contained in this Application for Home Improvement is complete and accurate, to the best of my knowledge.**

Homeowner's signature \_\_\_\_\_ Date \_\_\_\_\_

# Application for Home Improvement / Information Sheet

Homeowner \_\_\_\_\_ Unit address \_\_\_\_\_

## Element(s) for planned improvement:

Fence  Patio  Window(s)  Sliding door(s)  Light fixture(s)

Trellis  Front door  Garage door  Side Gate

Other(s) \_\_\_\_\_

New element

Substitution of existing element

Concise description of planned improvement : \_\_\_\_\_

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## Illustrations/Plans Attached

Plan sets must include both plan and elevation views, where relevant, and be drawn to scale, showing all the relevant dimensions. Plans must specify all structural and design elements, including dimensions, nature, color, kind, shape, height, and style. Plans for improvements proposed between residential units must show and identify both units.

Title/Description

Number of Copies

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