

Date _____

Name (owners) _____

Address (house number & street) _____

E-mail (print legibly) _____

Home phone _____

Work / Mobile phone _____

Homeowner - please check all appropriate Proposed Improvement(s) below; *add additional page to describe any improvements not listed the General Conditions, are part of this form*

ARCHITECTURAL

- Exterior Painting (including stucco)
- Garage Door, if painted / stained / faux finish
- Entry Door Screen Door(s)
- Re-Roof Gutters/ Down-spout
- Windows Door(s) Skylight(s)
- Awning (only in specific Dove Canyon Districts)
- Balcony Deck
- Patio Cover(s) Greenhouse
 - at Rear-yard Side-yard Front-yard
- Other exterior structure(s) - describe below
- Addition Remodel
 - at Rear-yard Side-yard Front-yard
- Exterior Lighting, including security (provide design, dimensions, color, finish and bulb wattage)
- Other

LANDSCAPE

- Fence(s) / Pilaster(s):
 - at Rear-yard Side-yard Front-yard
- Garden Wall(s) / tall Pilaster(s):
 - at Rear-yard Side-yard Front-yard
- Low Wall(s) / low Court-yard Wall(s):
 - at Rear-yard Side-yard Front-yard
- Retaining Wall(s):
 - at Rear-yard Side-yard Front-yard
- Hardscapes(s):
 - at Rear-yard Side-yard Front-yard
- Softscapes(s) / Plantings / Tree(s):
 - at Rear-yard Side-yard Front-yard
- Area drains Irrigation
- Low-voltage light system Exterior lights
- Other

EQUIPMENT

- Air Conditioner
- Pool Pool Equipment
- Spa/ Jacuzzi Spa Equipment
- Re-tile Pool Re-tile Spa
- Fountain feature Water Feature
- Barbeque other:
- Outdoor audio/ visual equipment/ speakers
- Solar Panel(s) (provide specs., roof plan, etc.)
- Play Equipment or Swing set (over 6' high)
- Playhouse (over 60" high)
- Satellite Dish, Antenna, Solar (note: all exposed cables, wires attached on the outside must be painted to match abutting exterior colors)
- Security device (camera, alarm, etc.)
- Other

Describe further.

CHECK LIST (to be completed by the applicant)

(NOTE - for consideration, application and supporting documents MUST be submit seven (7) business days prior to the Architectural Committee's meeting)

- Home Improvement Application (check all that apply)
- Adjacent, Facing, and Impacted Neighbor Form (stamped for large drawings)
- Exhibit I - Contractor Sign-off
- Two (2) copies/set of Plans/Documents, add'l sets may be requested
- Color photographs (of "before") all area(s) of the proposed work - (photos - 2 sets, dated)
- Samples, Color chips / swatches, Catalog tear-sheet(s)
- The review and understanding of the Homeowner and Contractor Guidelines
- Certificate of Liability Insurance, and Contractor's License
- Homeowner's Deposit, or a Contractor "Surety Bond" (see Fee Schedule)

NOTE: Color photographs, (of "AFTER" area(s)) of fully completed work shall be submitted along with Exhibit C - (photos, 2 sets, and dated).

- Do-Not Write below this Line -

Thank You for your submittal.

The Architectural Committee has determined that the Plans / Documents are: (and see O & O comments below and/or letter of Approval Conditions)

- Approved as Submitted Approved with Conditions Denied as Submitted Resubmit _____

- O Maximum height of low wall(s) in front of garage shall not exceed twenty four (24) inches above grade.
- O Maximum height of pilaster(s) in front of garage shall not exceed thirty six (36) inches above grade; pilaster with light fixture may be required to be lower..
- O Hardscape; character, features, colors and materials should harmonize with the home and neighboring properties - provide: color(s), sample(s), catalog tear-sheet(s)
- O Do-not pour concrete nor pave against any existing fence or wall; do-not cover any weep-screed. Existing common (HOA) walls are not to be used as retaining walls.
- O All landscape lighting should be low-voltage, LED or low-wattage, and shall not be installed in tree(s).
- O Minimum front-yard softscape plants should include 2-15 gallon or 1-24" box tree, and 20% or more one gallon shrubs or larger in planting area (P.A.) (see Guidelines)
- O Re-submit Plans / Documents with complete (fully) dimensions, and/or Elevation information (drawing scale 1/8" = 1'-0" onto minimum 17"x11" or 36"x24" sheet size)
- O For larger proposed projects: Affix Review Stamp (or Label) onto plans/documents and have (each) Adjacent, Facing, and Impacted Neighbor sign the actual final plans (2 sets required) that are submitted to the Committee for review. (contact Management Company for rubber stamp or label availability)
- O Homeowner should review the Architectural Standards prior to starting their proposed project; "concept" review by the Committee of proposed work is available.
- O Homeowner / Contractor improvement(s) shall not violate any Utility Easements or Association Rules (Property Owner's sole responsibility).
- O Property Owner's on-site drainage shall be discharge to the street through natural flow and non-erosive pipes; no, on-site (Lot), water shall flow onto Association landscape.
- O Submit original(s) reviewed plans/documents along with any revised plans/ documents Refer to the General Conditions that are part of this form.
- O Architectural Committee comments/conditions (see letter from Management Company)

ARCHITECTURAL COMMITTEE - min. two signatures or initials required

Date _____ Signature/initials _____

Date _____ Signature/initials _____

Date _____ Signature/initials _____

Date _____ Signature/initials _____

GENERAL CONDITIONS - Hamiltair Home Improvement Form

1. Hamiltair Association Architectural approval does-not constitute a waiver of any requirements required by applicable governing agencies including but not limited to Arrowhead Woods.
2. Architectural approval of plans/documents does-not constitute acceptance of any technical or engineering specifications, and HPOA assumes no responsibility for such. The function of the Architectural Review is the review of submittals for aesthetic and compatibility to architectural and landscape guidelines, and the overall Hamiltair Estate neighborhood. All technical or engineering matters are the responsibility of the Lot (property) Owner.
3. Upon start of construction, work is to be completed within ninety (90) days of that stated in the application.
4. An oversight of a Covenant, Condition or Restriction, or a Committee policy does not constitute a waiver of that rule and therefore must be corrected upon notice.
5. San Bernardino County and governing agencies' ordinances require homeowners to maintain correct grade of lots so that water drainage does not flow onto adjoining properties and Association Property or does prevent off flow from the same.
6. Access for equipment used in construction must be through your property (Lot) only. Access over Association property will not be permitted (except over the (Lot) driveway access to the street).
7. Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Item such as, but not limited to, dumpsters, sand and building materials may not be stored on streets or Association Property.
8. Building and/or other permits, review, approval may be required by governing agencies, such as Building, Zoning, Planning, Public Work, Fire, etc.
9. Any damage to Master Association Community Property will be replaced or repaired by a Hamiltair Property Owners Association subcontractor. All applicable cost and charges for restoration will be charged back to the homeowner-property (Lot) owner by HPOA and is due and payable within thirty (30) days from notification or assessment of penalties.

10. Approval of plans is not authorization to proceed with improvements on any property other than the Lot owned by the applicant.
11. Approved plans are not to be considered authorization to change the drainage plan as installed by the developer and approved by the County of San Bernardino.
12. Association property, common walls or fences shall not be used for retaining wall purposes. Any homeowner rear yard (Lot) planter wall or low wall adjacent to any rear yard common (Association) wall or fence must be shielded by planting as directed by the Committee.
13. The overall hardscape and landscape design, planning, color(s), material(s) and plants must be compatible with the aesthetic and design of the community, and in relationship with the dwelling, and with adjacent and facing neighbors and the overall street scene.
14. Hardscape shall not encroach nor be upon any utility easements or street right-of-way. In front of garage hardscape improvements shall not exceed twenty (24) inches above natural grade; pilaster(s) shall not exceed thirty-six (36) inches above natural grade. Any light mounted on or within a pilaster shall have a diffuse glass or be directed downward by means of permanent fins. Exterior light in excess of sixty (60) watts or the equivalent lumen are not permitted.
15. Softscape buffer area(s) must be installed between Association wall or fence and the Lot (property line). Plants may not touch or be attached to any Association fence, wall, or structure.
16. Spas, pools, ponds are not to be closer than three (3) feet from the property (Lot) lines.
17. Outdoor entertainment area/feature (restricted hours of use and sound level are a condition of approval) shall not be closer than five (5) feet from the property (Lot) line. (Some Lot conditions may allow for less.)
18. Outdoor fireplace, firepit, etc. Local Fire Department approval required and shall be natural gas burning only (burning of wood or other friable materials is prohibited); a shut-off valve shall be located in a conspicuous manner and be operable without any special knowledge or tools.

Notes: A. Plans/documents that are approved by the HPOA are not to be considered authorization to change the drainage plan as installed by the developer and approved by the County of San Bernardino Orange. The

Committee review is intended to consider the aesthetic appearance of the drains, inlets, pipes, curb coring and area where discharge, and other applicable aspects of drainage.

B. Owners may need to also acquire approval from governing agencies, as their requirements may differ from HPOA; in the case of conflict, the more stringent shall govern.

C. To maintain, further, and enhance the overall HPOA community environment, prior approval or installation of existing work or feature(s) on other individual Lot (property) within HPOA does not constitute the acceptance for similar work or features to be approved on other Lot (property).

D. Plans and documents are reviewed by the Architectural Committee or Board for aesthetics only and for conformity to the enhancement of the neighborhood and the overall HPOA community environment.

Adjacent - Facing - Impacted Neighbor Statement

RECEIVED DATE & STAMP

Subject property address
Description of the project (REQUIRED)

District and District No. (required)

The project being submitted to the _____ Architectural Review _____ described above was made available to the following neighbors for their viewing and acknowledgment.

Neighbor BEHIND Home	REAR Neighbor	Neighbor BEHIND Home
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____

**write N/A if not applicable for no adjoining property or condition.
write DATE(S) & THEIR PHONE NO. if neighbor did not respond so the committee may contact them.

Rear Neighbor Rear Neighbor Rear Neighbor

BACK OF LOT or COMMON AREA



ADJACENT Neighbor

Name _____

Address _____

Signature _____

Date _____

Adjacent Neighbor

Adjacent Neighbor

ADJACENT Neighbor

Name _____

Address _____

Signature _____

Date _____

Attention Neighbors: for larger or major projects, you should be shown the actual "stamped" plans (typically larger than 11"x17" size) that will be submitted to the Architectural Committee for their review.

NOTE: only if, should a neighbor refuse or decline to sign, then you may certify that is the reason/situation; write - "Decline to Sign". (your) initials & date, time and the neighbor's name, address, phone no. (see *)

Facing Neighbor

Facing Neighbor

Facing Neighbor

YOUR STREET

FACING Neighbor	FACING Neighbor	FACING Neighbor
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Signature _____	Signature _____	Signature _____
Date _____	Date _____	Date _____

The neighbors (above) have seen the proposed project/work INCLUDING these plans /documents that I/We are submitting for Architectural Committee review.

I understand neighbor objections do not in themselves cause denial, however the Architectural Review Committee may contact the neighbors to ascertain their comments and/or objection(s), and the appropriateness, if necessary. Please note: contacting of neighbors may delay the review process. (note: for larger/major projects an architectural review stamp (or labels) affixed onto the plans is required - contact the Management Company for use of the stamp or labels) *ARC and/or Management Company may contact and ascertain from the neighbor, reason for their refusal (note, this may delay processing the application within the forty-five (45) day guideline).

(submitted by) Name (property owners)

Signature _____

Date _____

(3) Effective: _____

CONTRACTOR RULES AND REGULATIONS

- (a) All rules shall be explained by Security personnel to all workmen **before** they are allowed to enter or work commences and this document will require a signature, by the workman in charge of any service company, confirming that these rules were made clear and that compliance is agreed upon. Security will monitor all work forces during routine patrol to insure compliance.
- (b) The principal Contractor, or workman in charge, is responsible for compliance and is to inform all workers they employ of the contents of this document **before** they begin work.
- (c) All workmen **shall be subject to expulsion** from Hamiltair if in non-compliance. Any company or independent can lose their privileges to work in Hamiltair if violations are allowed to accumulate.
- (d) A placard or some similar vehicle identification is required to make recognition easy when non-compliance occurs. The placard **must** be displayed and visible from outside the windshield.
- (f) Vehicles, equipment or tools **shall not be allowed** to be left overnight if visible from the street. After hours, live-in or overnight occupancy **shall not be allowed**.
- (g) Check in may be required at the gate and valid Drivers Licenses or similar ID may be required to enter. Work hours are 7:00 AM to 6:00 PM Monday thru Friday, 8:00 AM to 5:00 PM on Saturday with no work allowed on Sundays or Board designated holidays (without special permission by Management).
- (i) Common areas, beaches and Marinas **are off limits** to all workmen.
- (j) Radios or other music makers **shall not be allowed** to be audible.
- (l) Speed limits (15 MPH) and parking rules **shall be strictly enforced**.
- (m) Clean up of all debris on a continuing basis **shall be mandatory**.
- (n) Projects **shall not be started** without a schedule for completion, within a reasonable time, to prevent projects from being unnecessarily lengthy because of a lack of a continuous workforce.
- (p) No promotional signs of any kind **shall be allowed** other than those, of a general or prime contractor. Size limited to five (5) square feet, quantity of one.
- (q) Cleaning of cement pumps, plaster rigs, etc. or runoff of any kind **shall not be allowed** on roadways.

Acknowledged by: Date _____ Print name Company _____