



WESTPARK

PASEO WESTPARK
MAINTENANCE ASSOCIATION

PROPERTY IMPROVEMENT FORM

Date: _____

Address where work will take place: _____, Irvine, CA 92606

Owner name(s): _____

Mailing address (if different): _____

Email address: _____

Phone number(s): _____

Please note this form is to be used for the **single family homes** in the **Master Association only**. Homes that belong to a sub-association must utilize the form provided by their sub-association and follow their approved procedures. This completed form, along with drawings and other required forms/documents, may be mailed, delivered or emailed to **Paseo Westpark Maintenance Association** in the care of the property management as follows:

Action Property Management
320 Commerce, Suite 200, Irvine, CA 92602
Email: maoc@actionlife.com

Submittal type (check one or more):

Architectural	Landscape	Landscape Features
Deck	Grading/Drainage	Play Equipment
California Room	Hardscape / Landscape	Pool & Equipment
Room Addition	Irrigation	Spa & Equipment
Painting	Planting	Fireplace/ Fire pit
Chimney	Exterior Lighting	Barbeque
Solar Energy Systems	Patio Structure	Fountain

** The approved color scheme palette can be found on the Resident Portal and HOA website by clicking [here](#)

OTHER (describe):

SUBMITTAL CHECKLIST

This checklist shall be completed by the Owner. Failure to complete this checklist will cause the submittal application to be deemed an incomplete submittal. **All incomplete submittals will be returned without review by the Committee.**

SUBMITTAL FEES are collected at the time of plan submission. A check made payable to “**Paseo Westpark Maintenance Association**” is required. All fees include the initial review, a resubmittal review if required, and a photo Notice of Completion review. *If additional services are required, additional fees will apply subject to the hourly rate of the consulting architect.*

\$ No charge – Repainting in same color scheme previously approved for the home or in another approved color scheme for the home (see additional instructions on the next page).

\$200.00 – Minor or single landscape or architectural modifications (e.g. custom paint colors, solar panels, patio cover, windows, doors, gate/fence, roof replacement)

\$275.00 – Moderate landscape (front yard only or rear yard only landscape and hardscape modifications, gazebo, patio shade structure, outdoor kitchen, pool, retaining wall, driveway, etc.; or an accumulation of 3 minor modification items)

\$350.00 – Major landscape (both rear and front yard hardscape and landscape modifications; or an accumulation of 3 minor modification items)

\$300.00 – Moderate architectural (room additions, cabanas, pool houses less than 200 sq. ft. or accumulation of more than 3 minor architectural items)

\$400.00 – Major architectural (additional floor area 200 sq. ft. or more; or accumulation of more than 3 moderate architectural items)

A description of what must be included on each of the drawings required below may be found in the Design Guidelines.

Note: Fees are subject to change from time to time as deemed necessary by the Association.

REPAINTING IN CURRENT COLOR SCHEME OR DIFFERENT APPROVED COLOR SCHEME

REPAINTING IN CURRENT COLOR SCHEME

Owners submitting an application to repaint in the **same color scheme previously approved for the home** must sign below confirming that the home is being repainted in the current approved color scheme and that there will be no deviations. Any deviations from the current color scheme must be submitted to the Architectural Committee to review along with the applicable review fee. Current pictures of the home with the existing color scheme must be submitted with this application to have on file for reference. The Neighbor Awareness Acknowledgement is not required in this case.

I hereby certify that I am repainting the home in the same color scheme previously approved for the home and that there will be no deviations.

Signature

Date

REPAINTING IN DIFFERENT APPROVED COLOR SCHEME

Owners submitting an application to repaint in an **approved color scheme that is different from the color scheme previously approved for the home** must sign below confirming that the proposed approved color scheme is not on any adjacent homes and that there will be no deviations from the colors in the approved scheme. Any deviations from the current color scheme must be submitted to the Architectural Committee to review along with the applicable review fee. Current pictures of the home with the existing color scheme must be submitted with this application to have on file for reference. The Neighbor Awareness Acknowledgement is required in this case since it is a change.

I hereby certify that I am repainting the home in an approved color scheme that is different from the color scheme previously approved for the home and that the proposed approved color scheme is not on any adjacent homes and that there will be no deviations from the colors in the approved scheme.

Signature

Date

FENCE REPLACEMENT AFFECTING MULTIPLE PROPERTIES

For one (1) fence replacement project that will affect more than one (1) property, the Association will allow one (1) owner to submit one (1) application on behalf of all affected owners on the condition their written consent is obtained on this form. One (1) review fee of \$100.00 will be required for this type of project, provided that the owner is not applying for other improvements as well. If you are submitting an application on behalf of multiple owners for fence replacement, please have each affected owner sign and date below.

Consent of Affected Owners For Fencing Replacement

I hereby consent to have the applicant listed on this form submit plans on my behalf for a fence replacement project that will affect my property. I have reviewed the fence replacement plans and approve them as presented. I also understand and agree to the general conditions listed on the following page.

Owner Name: _____ Signature: _____

Address: _____, Irvine, CA 92606 Date: _____

Owner Name: _____ Signature: _____

Address: _____, Irvine, CA 92606 Date: _____

Owner Name: _____ Signature: _____

Address: _____, Irvine, CA 92606 Date: _____

Owner Name: _____ Signature: _____

Address: _____, Irvine, CA 92606 Date: _____

Owner Name: _____ Signature: _____

Address: _____, Irvine, CA 92606 Date: _____

Owner Name: _____ Signature: _____

Address: _____, Irvine, CA 92606 Date: _____

NEIGHBOR AWARENESS ACKNOWLEDGEMENT

Homeowner Name: _____

Property Address: _____, Irvine, CA 92606

Please have each neighbor with an adjacent lot sign and date in the appropriate area. If you do not have a neighbor to the rear, side or front of your property, please write "NA" in the appropriate box(es). If you have made multiple unsuccessful attempts to contact a neighbor for their signature, please summarize the attempts in the appropriate box.

Owners may, at their own cost, send a certified letter to their affected neighbors requesting that they sign the form and submit any received forms and certified mail receipts to the Association as proof of delivery.

Neighbors' signatures on this form do not constitute approval of plans presented, only notification. Any concerns about plans being presented may be addressed, in writing, to the Association.

Rear Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____

Rear Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____

Rear Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____

Adjacent Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____



Adjacent Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____

Front Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____

Front Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____

Front Neighbor
Address: _____
Name: _____
Signature: _____
Date: _____

OWNER'S SIGNATURE REGARDING ARCHITECTURAL COMMITTEE APPROVAL

I UNDERSTAND AND AGREE THAT:

No work or any Improvement described on my Property Improvement Form request shall commence until written approval of the Architectural Committee has been received. The conditions and restrictions noted in the Guidelines and Master Declaration shall apply to any approval. Installation of all approved Improvements shall be at no cost whatsoever to the Master Association. Any further maintenance shall be the responsibility of the applying Owner, his or her heirs and assigns. The Owner of any lot shall comply with the Master Declaration for completion of all property Improvements, landscaping and alterations.

General Conditions

1. Architectural Committee approval does not waive any federal, state, or local regulation.
2. Architectural Committee approval does not constitute acceptance of any technical or engineering specification; and the Paseo Westpark Maintenance Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. The Architectural Committee reviews for aesthetic purposes only.
3. Any oversight of a Covenant, Condition, or Restriction; or a policy in the Design Guidelines; does not waive the rule. Corrections may be required.
4. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given consent. The use of property owned and/or maintained by the Paseo Westpark Maintenance Association for construction access or storage is not permitted, unless authorized in writing by the Association and the Applicant complies with all Association requirements, including but not limited to, signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Paseo Westpark Maintenance Association.
5. Building materials may not be placed or stored on streets, sidewalks, common areas, or on property owned and/or maintained by the Paseo Westpark Maintenance Association. Streets may not be obstructed by construction equipment.
6. The property owner is financially responsible for any repairs to property owned and/or maintained by the Paseo Westpark Maintenance Association damaged by a property owner's project, and such costs may be deducted from the security deposit.
7. Approval of drawings is not authorization to proceed with improvements on any property other than the lot reviewed by the Architectural Committee and owned by the applicant.
8. Approval of drawings is not authorization to revise the original drainage system installed by the homebuilder and approved by the City of Irvine.
9. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g. proper spacing of expansive and special construction methods may be required for paving).
10. Applicant acknowledges and expressly agrees that Approval is conditioned upon providing a legitimate neighbor notification. A legitimate neighbor notification is one that is actually signed and dated by the neighbor. If the neighbor notification is determined not to be legitimate, then the condition is not satisfied, and any approval based thereon is rescinded, null and void, and the Association may take appropriate actions against the applicant and/or the applicant's property.

The approval SHALL NOT be held to permit any violation of federal, state, or local regulation.

Name: _____

Signature: _____ Date: _____

FOR ARCHITECTURAL COMMITTEE USE ONLY:

*An approval by the Paseo Westpark Maintenance Association is NOT a statement, representation or warranty that your plans meet/satisfy government agency codes or requirements.

The proposed project has been:

Approved: _____ Denied: _____

Signed: _____ of the Architectural Committee

Date: _____

In order to receive approval, please revise and resubmit the drawings and forms showing:
