

**VILLA BALBOA COMMUNITY ASSOCIATION**  
**ARCHITECTURAL IMPROVEMENT PROCEDURES DISCLOSURE**  
**March, 2020**

Pursuant to the Villa Balboa Community Association's CC&Rs, no building, fence, wall or other structure shall be commenced, erected or maintained, nor shall there be any addition to or change to the exterior of the residence, structure or other improvement (including the painting of exterior walls, patio covers, and fences), until the plans and specifications have been approved in writing by the Architectural Committee.

Homeowners wishing to install hard surface flooring in second and third floor units are required to provide documentation that the flooring with sound proofing will meet the minimum level of 50 STC and IIC rating with one (1) concrete subfloor. If you are installing hard surface flooring, please be sure to comply with the "Hard Flooring Minimum Sound Transmission Standards" established by the Association. Any interior changes requiring invasion of any floor, wall or ceiling or impact of any electrical, gas, plumbing, heating or cooling duct, line or equipment, or removal of any fixtures such as cabinets requires approval of the Architectural Committee.

In reviewing the Application, the Architectural Committee must determine if the proposed improvement is in harmony of external design and location in relation to surrounding structures and topography. The Architectural Committee is three (3) to five (5) people, appointed by the Board of Directors, and may, in fact, be composed solely of the Board of Directors.

In order to begin the submission process, a homeowner must fill out the attached Request for Architectural Approval. A specific description of the work to be done must be included with this request form. Please include drawings and measurements where applicable.

All construction work within Villa Balboa requires a licensed and insured contractor who carries a commercial general liability policy with a combined single limit of \$1,000,000.00 endorsement that does not have an exclusion for condominiums. Contractor must also have a worker's compensation/employer's liability policy. Both policies must be submitted listing Villa Balboa and Management as additionally insured with the application.

The form includes a portion for neighbor awareness signatures. By signing the form, each homeowner acknowledges the requested changes. Homeowners objecting to any proposed plans should state their objections in writing and submit the objections to the Association as soon as possible. Objections that are not received prior to the Architectural Committee's decision cannot be considered.

Incomplete applications will not be reviewed by the Architectural Committee. Instead, the Applicant will receive notice that the Application is incomplete and must be resubmitted. Applications will not be deemed complete unless the Request for Architectural Approval Form is completely filled out, the necessary plans and specifications and the contractors insurance listing Villa Balboa and Management as additionally insured with the Application, and the Fifty Dollars (\$50.00) review fee has been submitted.

Approval or disapproval of all complete Applications will be rendered within sixty (60) days of the submission of the completed Application. In the event that the owner who has previously submitted plans and specifications to the Architectural Committee is displeased with the decision of the Architectural Committee, the owner may appeal the decision of the Architectural Committee by making a written request to the Board of Directors not more than fifteen (15) days following the final decision of the

Architectural Committee. Within forty-five (45) days following the receipt of the request for appeal, the Board of Directors will render a written decision regarding the appeal. The failure of the Board to render a written decision on the appeal within this forty-five (45) day period shall be deemed a decision in favor of the Architectural Committee. However, if the Architectural Committee is composed of the exact same Members as the Members of the Board and the original decision regarding the Application was made at an open meeting, the decision may not be appealed.

## VILLA BALBOA COMMUNITY ASSOCIATION REQUEST FOR ARCHITECTURAL APPROVAL

FAILURE TO COMPLETE AND SUBMIT THE SUBMITTAL CHECKLIST AT THE TIME YOU SUBMIT YOUR ARCHITECTURAL APPLICATION CONSTITUTES AN INCOMPLETE SUBMITTAL. ALL INCOMPLETE SUBMITTALS WILL BE DENIED AND RETURNED TO THE PROPERTY OWNER, WHICH MAY RESULT IN DELAYS TO YOUR PROJECT.

- The **Submittal Checklist** (and)
- Completed **Architectural Application** (page 3)
- Signed **Neighbor Awareness Acknowledgement Form** (page 4)
- Pictures depicting existing condition of area to be changed
- Material descriptions, brochures, pictures and samples (2 sets)
  - Pictures, drawings and description of plan elements and materials.
  - Floor plans (if applicable)
  - Landscape plans (if applicable)
  - Hard flooring sound transmission data
- Certificates of Insurance listing Villa Balboa and Management as additionally insured
- Two checks, \$50.00 and \$1,000.00 checks made payable to Villa Balboa Community Association** for application processing and deposit.

*ANY COMPLIANCE WITH COUNTY ORDINANCES, PERMITTING REGULATIONS, ETC., ARE CHANGES WHICH ARE STRICTLY BETWEEN THE HOMEOWNER AND THE REGULATING BODIES. APPROVAL OF THIS REQUEST DOES NOT IMPLY THE ASSOCIATION'S ACCEPTANCE BASE UPON THE ABOVE MENTIONED REGULATIONS.*

**VILLA BALBOA COMMUNITY ASSOCIATION  
REQUEST FOR ARCHITECTURAL APPROVAL**

*Forward To:*

**VILLA BALBOA COMMUNITY ASSOCIATION  
c/o ACTION PROPERTY MANAGEMENT  
2603 MAIN STREET, SUITE 500  
IRVINE, CA 92614-4261**

Homeowner Name (Printed): \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_, Newport Beach, CA 92663

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

**PROJECTS SUBMITTAL CHECKLIST:** (Please check appropriate box)

Approximate Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

When submitting for multiple items, to prevent delays or rejections of the application, it is recommended that the submittal be broken down by section clearing explain the scope of work and materials used.

BALCONY DECK OR PATIO FLOORING MODIFICATION (See "Balcony Deck or Patio Flooring Modification Protocol and Acknowledgement")

CARPET REPLACEMENT

HARD SURFACE FLOORING INSTALLATION (See "Hard Flooring Minimum Sound Transmission Standards and Acknowledgement")

LIGHTING INSTALLATION/MODIFICATIONS (See "Interior Lighting Protocol and Acknowledgement")

BATHROOM REMODEL

KITCHEN REMODEL

SATELLITE DISH INSTALLATION

WINDOW AND/OR SLIDING DOOR REPLACEMENT (See "Window/Sliding Door Replacement Protocol and Acknowledgement")

EXTERIOR ALTERATION

OTHER: \_\_\_\_\_

*Please ensure that the following details are shown on your plans and that the following documents are enclosed with your application:*

TWO (2) SETS OF PLANS OR DRAWINGS

TYPE(S) OF MATERIALS USED

NEIGHBOR'S AWARENESS ACKNOWLEDGEMENT FORM

**VILLA BALBOA COMMUNITY ASSOCIATION  
REQUEST FOR ARCHITECTURAL APPROVAL  
NEIGHBOR AWARENESS ACKNOWLEDGEMENT FORM**

The attached plans were made available to the following neighbors for review:

**RIGHT SIDE:**

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Name (printed)	Address	Neighbor's Signature	Date
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**LEFT SIDE:**

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Name (printed)	Address	Neighbor's Signature	Date
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**LOWER UNIT (IF APPLICABLE):**

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Name (printed)	Address	Neighbor's Signature	Date
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**UPPER UNIT (IF APPLICABLE):**

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Name (printed)	Address	Neighbor's Signature	Date
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The neighbors have seen the plans I am submitting for Architectural Review Committee approval (see above verification). I understand neighbor objections do not in themselves cause denial. However, the Architectural Review Committee may contact the neighbors to determine their objections and their appropriateness, if necessary.

**SUBMITTED BY:**

NAME: (Printed & Signature) \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Date application received by Management \_\_\_\_\_

Date submitted to Architectural Committee \_\_\_\_\_

Date of Architectural Committee Meeting \_\_\_\_\_