



Greentree Homes Association

HOME IMPROVEMENT APPLICATION

Owner/Property Information

Name: _____ Date: _____

Property Address: _____

Home/Cell phone: (____) _____

Mailing Address (If different than property address): _____

Email: _____

House Model _____

Existing House Color and Roof Type (include photo): _____

Description of Proposed Improvement(s): _____

☐ **Exterior Painting is included in my project (detailed info required on the 2nd page along with samples)**

Proposed Start date: _____ Projected Completion date: _____

Neighbor Awareness: The neighbor signature is not an approval. The intent is to advise your neighbor of your proposed improvements. (Signatures from all adjacent neighbors required)

Name (print)	address	signature	date
Name (print)	address	signature	date
Name (print)	address	signature	date

The Architectural Committee is composed of homeowner VOLUNTEERS. The Committee meets each month, on the 3rd Monday. We request that you please submit your COMPLETE application to Management the Wednesday prior to the meeting date.

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REQUIREMENTS

1. Only **complete** submittals will be reviewed by the Committee.
2. Any submittal that is incomplete will be returned to you.
3. Follow the below checklist to ensure you have all required information for a complete submission.
4. Applications **MUST** be submitted **ELECTRONICALLY** - (PDF) - please do not submit a photo of your application. Convert your photo to a PDF.
 - a. **via the homeowner portal:** https://coastalmngmtandconsulting.appfolio.com/connect/users/sign_in
 - b. **via email:** service@nbcoastal.com - **ALL DOCUMENTS MUST BE SUBMITTED IN 1 (ONE) EMAIL, OR IT WILL NOT BE ACCEPTED.**

General Brief Checklist (if applicable):

- ☐ Photo of home, **STREET VIEW** - and **ALL** areas to be included in your proposed project.
- ☐ Neighbor Awareness Signatures - if not included, note why
- ☐ Brochure/sample of proposed improvement, ie. window sample, garage door, roof, etc. (if applicable)
- ☐ Paint Color Samples (if applicable) - only if you are painting your home.
- ☐ Plans and Specifications (if applicable) - setbacks - measurements between your property and the neighboring property
- ☐ Landscape Planting Plan - specs, measurements, plant types
- ☐ Landscape Irrigation Plan - or note on your plans if no change
- ☐ Landscape Drainage Plan - or note on your plans if no change
- ☐ Solar Plans and Specifications - indicating panel, conduit, and equipment location. Please reference the guidelines for what is acceptable.

Painting Information (if applicable) - ONLY COMPLETE THIS IF YOU ARE PROPOSING TO PAINT YOUR HOME A NEW COLOR SCHEME. Visit greentreehomesirvine.org for approved color schemes.

In the lines below, please circle the areas of your home to be painted - paint manufacturer, color name and color code. For example: 1. Shutters: Dunn Edwards, Whisper, DEW 340

1. Body of House: _____
2. Trim/Fascia Boards: _____
3. Front Door: _____
4. Garage Door: _____
5. Shutters: _____
6. Fence/Gate: _____
7. Patio Cover: _____
8. Rain Gutters: _____
9. Other: _____

I understand that all improvements to my property must comply with the Greentree Homes Association Architectural Guidelines and Standards. Further, I hereby declare that the information shown above and the plans and attachments, are complete and accurate to the best of my knowledge:

Signature of Legal Owner: _____ **Date:** _____

ARCHITECTURAL APPLICATION FEES & DEPOSITS

The Deposits and Fees listed below are designed to cover architect/design review and provide additional funds to cover any additional expenses incurred during the review process and construction. The administrative processing and design review costs are deducted from the Fee amount and the Deposit is held to cover damages, fines, legal, and other fees not associated with design review. The Deposit is refunded upon approval of the Notice of Completion (NOC), less any other expenses. Following are the review 'Levels' providing a description of proposed improvements and associated deposit and fee schedule per the appropriate Level:

LEVEL 1: NEW HOME OR MAJOR REMODEL - Deposit: \$1,000 (refundable) / Fee: \$995

Consists of the following improvements:

- Complete demolition of the existing dwelling / building of a new home.
- Room or floor additions or remodeling involving greater than 750 square feet of the existing dwelling.
- Exterior remodel altering the outward appearance of a dwelling associated with the remodel.
- Landscaping (hardscape & planting) associated with the proposed improvements (new home or major remodel).

LEVEL 2: INTERMEDIATE REMODEL - Deposit: \$800 (refundable) / Fee: \$895

Consists of the following improvements:

- Room or floor additions or remodeling involving 500 to 750 square feet of the existing dwelling.
- Exterior remodel altering the outward appearance of a dwelling associated with the remodel.
- Landscaping (hardscape & planting) associated with the proposed improvements

LEVEL 3: SMALL EXTERIOR REMODEL - Deposit: \$500 (refundable) / Fee: \$545

Consists of the following improvements:

- Room or floor additions or remodeling involving adding less than 500 square feet to the existing dwelling.
- Exterior remodel altering the outward appearance of a dwelling associated with the remodel, but not including cosmetic changes to exterior surfaces involving 550 square feet of the existing dwelling.
- Landscaping (hardscape & planting) associated with the proposed improvements.

LEVEL 4: MINOR NON-STRUCTURAL / SOLAR SYSTEMS/ REPLACEMENT & REPAIR MODIFICATIONS - Deposit:

\$100 (refundable) / Fee: \$50 (includes cost for Notice of Completion Submission)

- Exterior painting – exterior materials (new color scheme, new finishes)
- Re-Roofing (excludes repairs)
- Door replacements, windows, garage door - not like for like
- Fence/Gate – replacement (new materials) - not like for like
- Satellite dish, antennae
- Landscape/Hardscape - new, ie. sidewalks, driveways, patios, artificial turf, landscape renovations, swimming pools, jacuzzi
- Repair and like for like replacement of driveways, walkways, patios, exterior materials.
- Solar System Installation - new, excluding repairs

FEE SERVICES INCLUDE: Where architect review is applicable: Two (2) Preliminary Reviews, one (1) Final Review, one (1) Final City Approved Review and Notice of Completion. Administrative fees for Level 4 are \$50 which includes the Notice of Completion Application. Administrative fees for Levels 1-3 are \$100.00 which includes the Notice of Completion Application. Administrative services/processing includes obtaining the application, confirming it is a complete submission, that all fees have been submitted, and providing all documentation for the Committee to review. If additional review by the Association's architect exceeds the fees noted above, the Committee may request additional fees, which will be placed in writing to the homeowner with an explanation.