

NEWPORT HILLS COMMUNITY ASSOCIATION

Application for Architectural Committee Approval

The Amended and Restated Declaration of Covenants, Conditions and Restrictions and Reservation of Easements for Newport Hills, a Planned Residential Development (the "Restated CC&R's") requires that you obtain the approval of the Newport Hills Architectural Committee (the "Architectural Committee") before commencing any improvements or alterations to your home. To obtain this approval, please complete this form and mail or deliver it along with the application fee, the required copies of your improvement plans and all other required materials to:

Newport Hills Community Property Manager
1900 Port Carlow Place
Newport Beach, California 92660
Phone: 949-721-1929 Fax: 949-706-3659

Homeowner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_ of Tract No. \_\_\_\_\_

Home Phone: ( \_\_\_\_ ) \_\_\_\_\_ Business Phone: ( \_\_\_\_ ) \_\_\_\_\_

Proposed Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Brief Description of Proposed Improvements: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is This a:

- Conceptual Plan Submittal \_\_\_\_\_
Final Plan Submittal \_\_\_\_\_
Re-Submittal \_\_\_\_\_

Owner's Representative (architect, contractor or other)

Table with 3 columns and 4 rows for Owner's Representative information (Name, Position, Address, Phone).

*Please submit the following information with this Application:*

1. Three (3) sets of the plans and specifications for your proposed improvements that satisfy all of the requirements set forth in the Architectural Committee's Guidelines and Architectural Standards for the Newport Hills Community Association (the "Guidelines and Standards").
2. A sample of materials of a size that can be retained by the Architectural Committee, color samples and/or catalog sheets describing all proposed materials, finishes and/or colors.
3. A completed Submission Check List in the form attached.
4. A completed and signed Neighbor Awareness Form identifying all Facing, Adjacent and Impacted Neighbors.
5. Your application deposit in the amount of \$ \_\_\_\_\_
6. For any improvements requiring City approval, evidence that you have applied to its appropriate departments for such approval.

**Note:** If this Application is for conceptual plan review only, please submit only the plans and information specified in Section 2 (on page 2) of the Guidelines and Standards. You will also need to submit another Application together with the appropriate other information for your final plan submission.

*The undersigned owner acknowledges and agrees that:*

1. I/we have received, read and understand the Guidelines and Standards and agree that the provisions of the same are made a part of this Application, including all homeowner obligations and liabilities therein. I/we also acknowledge that Architectural approval is not intended to be, nor shall it be considered, a substitute for obtaining all required City and any other governmental permits, inspections and approvals. I/we acknowledge that City building permits and inspections may be required and that it is my/our responsibility to obtain all such permits and inspections at our sole expense.
2. No work on the proposed improvements shall commence until I/we have received written approval of my/our final improvement plans from the Architectural Committee and provide evidence of required permits, and have satisfied any and all conditions to such approval.
3. All approved improvements must be completed within the applicable time period specified in the Guidelines and Standards. If such improvements are not completed within that time period, I/we understand that we must apply to the Architectural Committee for an extension.
4. I/we will notify the Architectural Committee within 30 days after the improvements are completed that such completion has occurred and will permit the Architectural Committee representatives to inspect such improvements to verify their completion in accordance with the approved plans.

5. My/our failure to obtain the required Architectural Committee approval of any improvements or to comply with all applicable Architectural Standards will constitute a violation of the Restated CC&R's and I/we may be required to modify or remove such improvements at my/our expense.
6. Owner will be responsible to ensure that the Construction Contractor pays particular attention to CONSTRUCTION CRITERIA pages 10 and 11 of the "Architectural Committee Guidelines and Architectural Standards." Because of the significant amount of new construction and remodeling in our neighborhood, it is of prime importance that all possible consideration be given to minimizing annoyance to existing residents. In addition, if a house is to be demolished, it shall be properly maintained until start of demolition.
7. The owner certifies that the lot area is \_\_\_\_\_ S.F., and agrees that the area of all structures on the Lot will not exceed the permissible maximum of \_\_\_\_\_ S.F.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Date

**FOR ARCHITECTURAL COMMITTEE USE ONLY - DO NOT COMPLETE**

Date Received by Architectural Committee: \_\_\_\_\_ (Note: This date does not necessarily indicate when the Architectural Committee's 30-day approval period begins).

**COMMITTEE DECISION:**

Approved as Submitted: \_\_\_\_\_

Approved with the following conditions: See attached letter.

Disapproved for the following reasons: See attached letter. \_\_\_\_\_

**COMMITTEE SIGNATURES:**

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

## **SUBMISSION CHECKLIST**

(See Architectural Committee Guidelines and Architectural Standards, Pages 3 through 5 for detailed Submission Requirements for each of the following categories.)

- A. Engineering Survey**
- B. Plot Plan**
- C. Roof Plan**
- D. Floor Plan**
- E. Elevations**
- F. Fence and Wall Plans**
- G. Grading Plan**
- H. Landscape Plan**
- I. Pool Plan**
- J. Mechanical and Solar Energy Plans**
- K. Exterior Colors and Finishes**
- L. Specifications**

**NEWPORT HILLS COMMUNITY ASSOCIATION  
Neighbor Awareness Form**

Because your proposed improvements may affect your neighbors, it is important that they be apprised of your plans. As a part of your submission of improvement plans, you must include a completed and fully signed copy of this Neighbor Awareness form indicating that your facing, adjacent and impacted neighbors have seen the draft of your plans dated \_\_\_\_\_ and **are aware** of your intentions. The neighbors' agreement is not a condition to the Architectural Committee's approval of your plans nor does an objection from any of your neighbors automatically mean that your plans will be disapproved. Such an objection is merely one of the many factors that the Architectural Committee will consider in the review process. As used in this form, the following terms shall have the following meanings:

- (a) Facing Neighbor. The three (3) homes most directly across the street from your home.
- (b) Adjacent Neighbor. All homes with adjoining property lines to yours.
- (c) Impacted Neighbor. All homes in the immediate area of your home that would be affected by the construction of any improvement. The Architectural Committee reserves the right to require that any homeowner(s) that the Architectural Committee believes will be impacted by the proposed improvements be notified of your plans, even if you disagree that such homeowner(s) will be affected.

Any neighbor is entitled, upon his or her request to Newport Hills Community Association., to be notified of the time and date of the meeting at which the Architectural Committee will consider your plans and to appear and comment on your plans at that meeting.

NEIGHBOR NAME	ADDRESS	PHONE #	DATE REVIEWED/ PLANS DATED	NEIGHBOR SIGNATURE	APPROVAL (Indicate Yes/No) If not in approval of proposed plans please submit separate written concerns to Arch. Comm.

**FORM 2**

NEWPORT HILLS COMMUNITY ASSOCIATION

Notice of Completion

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Notice is hereby given that:

The undersigned is the owner(s) of the property located at: Address:

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Owner's Address (if different):

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The work of improvement on the described property was COMPLETED on: \_\_\_\_\_  
in accordance with the Architectural Committee's written approval of  
the owner(s) plans and submittal package.

Signature of owner(s): \_\_\_\_\_

Date: \_\_\_\_\_

I certify that the foregoing is correct.

Signature of architect  
or contractor:

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Date: \_\_\_\_\_

**FORM**

NEWPORT HILLS COMMUNITY ASSOCIATION  
**FEE SCHEDULE**  
ARCHITECTURAL PLAN SUBMITTAL FEES  
EFFECTIVE OCTOBER 1, 2000

**FEES:** The Architectural Committee of the Newport Hills Community Association has found it necessary to engage the consulting services of an architect due to the increasingly complex nature of improvement plans submitted to the Committee. Therefore, a schedule of fees has been established to recover consultant costs and those costs involved in the review and coordination of improvements. The Consultant's time and materials will be deducted from the application fee and the remaining monies will be returned to the applicant upon the completion of the project.

**ORIGINAL APPLICATION FEES:**

- |    |   |                 |
|----|---|-----------------|
| 1. | <u>MINOR REPAIRS OR REPLACEMENT</u> - Repainting house, garage door, gate or fence; replacing garage door, windows, roof, gate or fence; replacing yard landscaping or driveway with approved materials (no design involved). | <u>\$50.00</u>  |
| 3. | <u>MINOR ALTERATIONS</u> - Changing front yard landscape or hardscape involving design (i.e. decorative driveway, walks, planters and lighting); new siding or other exterior cosmetic changes involving design.              | <u>\$300.00</u> |
| 5. | <u>MINOR CONSTRUCTION</u> - less than 250 S.F. added.   | \$650.00        |
| 6. | <u>MEDIUM REMODEL</u> - less than 750 S.F. added.   | \$850.00        |
| 7. | <u>MAJOR REMODEL</u> - over 750 S.F. added but less than 1,500 S.F.   | \$1,500.00      |
| 8. | <u>TOTAL REMODEL</u> - all projects involving a new house or greater than 1,500 S.F. added or rebuilt from existing home.   | \$2,500.00      |

**SUPPLEMENTAL FEES:** If the Committee incurs or anticipates that it will incur costs in connection with a particular applicant's project in excess of the original application fee, the Committee shall have the right to require the applicant to deposit, in advance of consideration of plans, a supplemental fee in an amount that the Committee reasonably anticipates will be required to cover all costs. The Committee shall also have the right to request, in advance, subsequent supplemental fee if the first or any later supplemental fee is exhausted. The Committee shall have the right to withhold its approval of the applicant's final plans (whether or not the 30-day approval period has otherwise expired) until the applicant has met this requirement.

**PAYMENT:** Fees, as required, must be included with each submittal (including conceptual plans) or in the case of any supplemental fees, within five (5) days after the Committee notifies the applicant in writing of the need for such supplemental fee.

NEWPORT HILLS COMMUNITY ASSOCIATION

**APPROVED COLOR LIST**

Vista Exterior Colors

73 .....	Dune	32 .....	Shell White
27 .....	Sand Beige	38A-2P .....	Porcelain
21 .....	Pebble	96 .....	California Rustic
57 .....	Beige Gray	33 .....	Off-White
39 .....	Autumn Leaf	83 .....	Mission White
77 .....	Butternut	50 .....	Antique White
72 .....	Toga	60 .....	Indian White
25C-2T .....	Bracken Down	34 .....	Cape Cod Gray
13 .....	Sandalwood	44 .....	Dover Gray
61 .....	Spice Beige	65C-2T .....	Labrador Blue
25B-4D .....	Tulip Wood	53 .....	Nu Navajo
66 .....	Spanish Brown	52B-1P .....	Airway
67 .....	Mahogany	31A-2P .....	Glisten
14 .....	Baja White	37A-3P .....	Provincial Tan
38C-3D .....	Castilian	17 .....	Whisper Gray
97 .....	Mesquite	39B-1P .....	Sand Drift
65 .....	Cocoa	39B-3D .....	Deep Twilight
24B-2T .....	Sahara Sand	13B-1P .....	Mortar Gray
68 .....	Canyon Brown	13B-2T .....	Dauphin Gray
98 .....	Russet	13B-3D .....	Great Smokies

The color chart is based on Vista Paints, but other manufacturers can provide the same colors.

This chart is meant as a guideline, some variances in tone may be approved. Consult with the Architectural Committee.

All south facing walls will look brighter than north walls.

No high gloss or semi gloss on fascia or garage.

Painting a small area with the selected color on the surface to be painted is a great help in making final decisions.

Colors may vary due to surface texture, gloss, method of application, nearby colors and lighting. When circumstances dictate absolute color matches, field test applications should be performed.

Before choosing colors, please ask for approved paint color list and samples to use as guidelines.

## NEWPORT HILLS COMMUNITY ASSOCIATION

### Approved Roofing Materials

- A. Fire Free Rustic Shake: Dark Brown Blend and Coastal Grey
- B. Fire Free- Quarry Slate: Dark Grey
- C. Duralite Shake: Grey Shake Blend, Charcoal, Walnut
- D. Cemwood Shake: Umber Only
- E. Lifetile Sierra Shake: Shadow Tan, Shadow Brown, Weathered, and Shadow Grey
- F. Lifetile Super Shake: Charcoal Blend and Brown Blend
- G. Lifetile Country Series: Stratford Blend, Coventry Blend, and Yorshire Blend
- H. Hardishake: Earth Brown, Dark Cedar, and Dark Gray installed with a 2" minimum stagger on the roof.
- I. Real Wood Shake: Wood pressure treated to resist fire is now available. Must have natural wood finish.
- J. Real Wood Shingle: Wood pressure treated to resist fire is now available. Must have a natural wood finish.
- K. Eaglelite: Colors 301 and 302
- L. Terra Shake: Dark Brown or Verra Brown
- M. Pioneer Concrete Tile: Charcoal Grey
- N. Auburn Tile: Desert Clay Blend

Cal Shake and Cal Slate were previously approved, however, to the best of our knowledge, the company is no longer in business. **NOTE: ALL APPROVED REROOFING PROJECTS MUST BE SUBMITTED TO THE ARCHITECTURAL COMMITTEE FOR REVIEW. COLORS AND BLENDS OF THE ABOVE LIST MUST FIRST BE REVIEWED AND APPROVED BY THE ARCHITECTURAL COMMITTEE.**