

THE SPRINGS HOMEOWNERS' ASSOCIATION PROJECT APPROVAL FORM

PROJECT APPROVAL PROCESS:

(Office use only.)

- (A) All Projects must have **SIGNED APPROVAL PRIOR TO STARTING ANY WORK.**
- (B) A Project Approval form must be submitted for any change to the exterior - front, back, or side.
- (C) Maintenance and repair projects to existing items or replacing like for like require no approval form to be submitted.
- (D) Complete this form and return it to The Springs On-Site Manager.
- (E) Your request will be reviewed as soon as possible as to conformity with established rules.
- (F) This form must be PRELIMINARILY APPROVED prior to getting city permits or zoning clearance, if required.
- (G) If your project requires city permits or zoning clearance; final approval will not be granted until the appropriate city forms are returned, along with this form, to The Springs On-Site Manager.
- (H) You will be contacted when your request has APPROVAL TO START WORK, as soon as possible and within 30 days from the date of submittal.
- (I) An approved form, complete through Step 5, must be in hand PRIOR to starting work on your project.
- (J) All projects are to be continuous until completion, and must be completed within 6 months of approval, or resubmitted.
- (K) Your project is not complete until you have notified the On-Site Manager that your project is finished, an "after" photo is taken, and COMPLETION APPROVAL is signed off. (Step 6)

STEP 1: Homeowner's Name _____ Date _____

Address _____ Email _____ Phone _____

PROJECT INFORMATION

STEP 2: Does Your Project Require a City Permit? No Yes Received Permit # _____
 Does Your Project Require Zoning Clearance? No Yes Received Zoning # _____

If the answer is YES to either above: Complete Step 3 and Step 4; and submit to the On-Site Manager for PRELIMINARY APPROVAL.

*City Permit is required for, but not limited to; new construction, windows, electrical, plumbing, air conditioning, etc.

*Zoning Clearance is required for, but not limited to; turf replacement, artificial grass, hardscape, xeriscape, drought tolerant landscaping, etc.

PRELIMINARY APPROVAL (NOTE: Preliminary approval will allow you or your contractor to obtain a city permit or zoning clearance. The project shall not begin, however, until a copy of the required documents have been provided to the on-site manager AND final approval signatures are acquired. Preliminary approval does NOT constitute authority to proceed).

Preliminarily Approved By _____ Date: _____

PROPOSED PROJECT DESCRIPTION: (Specifics on all pertinent aspects of the project. Please provide as much detail as possible.)

STEP 3: Description: _____
 Location: _____
 Color/Design: _____
 Dimension: _____
 Style: _____
 Intended Purpose: _____

Please provide additional information, diagrams, or photos on the reverse side if necessary.

Will your project require a dumpster? Yes No (Please note that there is a 96 hour limit, and Springs permit required.)

EXTERIOR PAINT INFORMATION: (Complete only if changing existing – Approved paint colors available in clubhouse office)

Approved Scheme # _____ Stucco Color: _____ Stucco Color ID # _____
 Trim Color: _____ Trim Color ID # _____
 Accent Color: _____ Accent Color ID # _____

Front Door Color*: _____ Front Door Color ID# _____

* Front doors: -May be painted ANY approved color from the approved color scheme binder. If so, simply list the color name and ID#

-May be painted any color, subject to approval. If your color is not part of an approved scheme, a sample must be submitted this form.

STEP 4: EXPECTED PROJECT START DATE: _____ Finish Date: _____

I have read and will ensure that my contractor receives the Contractor Letter before work commences.

Homeowner's Signature: _____ Date: _____

This approval is subject to the conditions listed on the reverse. (Committee use only)

STEP 5: APPROVAL TO START WORK: Requires both Signatures

Approved By _____ Date _____ Approved By _____ Date _____
Architectural Committee Member Board Member

STEP 6: COMPLETION APPROVAL: When all work is complete, and city inspections are signed final.

Approved By _____ Date: _____ Photo
Architectural Committee Member

****Attach a Scale Diagram, Elevation Views, Brochure, or Pictures if Needed to Describe the Project****

PROPOSED PROJECT DESCRIPTION or Diagram (continued): Please attach separate page if needed.

CONDITIONS OF APPROVAL: (If checked by the Architectural Committee on the Reverse)

PROJECT BEFORE AND AFTER PHOTOS: (Please feel free to take the photo yourself, otherwise a committee will do it)

Before Photo(s) Taken By: _____

Date: _____

After Photo(s) Taken By: _____

Date: _____



The Springs Homeowners Association

6358 Irena Avenue - Camarillo, CA 93012 - 805.484.5393

HOMEOWNER: Please keep this letter to give to your contractor, once you have approval, so that your project can be a positive experience for you and all of your neighbors.

1. No disposal of toxic or caustic material or liquid is allowed on site or in any drain in The Springs.
2. Construction debris must be removed every night and, if needed, the street cleaned as needed.
3. All consideration should be given to keeping vehicles off the street by using guest parking or the homeowner's driveway.
4. Do not park or place any vehicles or dumpsters across the street from a driveway or across from another truck or dumpster.
5. If multiple vehicles required to be at the site, they all must be parked on the same side of the street.
6. A permit from the office is required prior to any dumpster placement.
7. Cones must be placed on the two streetside corners of dumpsters, and/or construction materials when left in the street. Lights are required if the dumpster, and/or construction materials are in the street overnight. Cones and lights are available from the Clubhouse with a \$50 deposit.
8. Keep noise levels to a minimum. No work before 8:00am or after 7:00pm. No outside or noisy work is allowed on Sundays or holidays.
9. The job shall be completed in a timely manner.

Thank You,

The Springs Board of Directors and The Springs Architectural Committee