

NAPLES MAINTENANCE CORPORATION

Architectural / Landscape Review Application

Please complete the application in full. Incomplete applications will not be considered.

Section 1 ~ Applicant Information

Homeowners considering improvements or modifications to the exterior of their property must submit an Architectural / Landscape Review application prior to the commencement of any work. Send completed applications to Cardinal Property Management who coordinates the application process. In the process of reviewing applications, the Naples Architectural Committee (NAC) may want to ask the applicant a few questions about the proposal. Please provide contact information where you can be reached for scheduling a future meeting time.

Name of Homeowner: _____ Phone Number: _____

Property Address: _____ Email Address: _____
(Street Address) (City) (Zip code)

Mailing Address (if different from above) _____
(Street address) (City) (Zip code)

Section 2 ~ Description of proposed improvements

Include the following information:

- ◆ Please provide sketches, drawings, and/or detailed plans/specifications that demonstrate the scope of the project, including proximity to property lines. Include general placement of larger plants;
- ◆ When designing your new landscape, allow for no less than 60% plant material and no more than 40% hardscape;
- ◆ Description of samples of exterior materials and colors;
- ◆ List of plant selections;
- ◆ Proposed start and completion dates;
- ◆ If needed, additional pages maybe attached.

**Information about pre-approved paint palettes and plant palettes go to the Naples website at : myhoa.com/naples*

Section 3 ~ Neighbor Notification **

Prior to submitting an Architectural / Landscape Review application, homeowners are asked to speak with all neighbors of adjoining properties who may be directly affected by the proposed improvements. Please show each neighbor your sketches/plans and ask each neighbor to sign below, including their address, as an indication you have spoken with them about the proposed changes. For example, neighbors on either side of your property, across the street, neighbors sharing a common fence, neighbors in the rear adjoining your property, and any other property owner who may be affected by work crews in the neighborhood. Use additional pages as needed.

Signature of side neighbor: _____ Address: _____

Signature of side neighbor (If Applicable): _____ Address: _____

Signature of neighbor across the street: _____ Address: _____

Signature of rear neighbor: _____ Address: _____

Signature of rear neighbor (If Applicable): : _____ Address: _____

***Providing names does not imply the person listed approves of the proposed improvement, it simply indicates that the person has been made aware of the project.*

Section 4 ~ Contractor information (if applicable)

Protect yourself, hire a licensed & bonded contractor.

Contractor Name / Business Name _____

Address _____
(Street Address) (City)

Section 5 ~ Homeowner Signature

I understand my obligations and responsibilities to adhere to the Covenants, Conditions, and Restrictions (CC&Rs), By-Laws, and Rules & Regulations of both the Naples Maintenance Corporation as well as The Forster Ranch Master Association I.

Homeowner Name _____

Homeowner Signature _____ Date _____

Section 6 ~ Architectural Review Process

1. Applicant/homeowner completes application and mails, faxes, or emails it to Cardinal Property Management at:

Cardinal Property Management
3111 N. Tustin, Suite 200
Orange, CA 92865

Via fax: 714-779-3400
or
Email: contactus@cardinal-online.com

2. Cardinal Property Management forwards the application to members of the Naples Architectural Committee (NAC).
3. While considering the application NAC may want to speak with the homeowners for more particular information about the project. In addition, the committee may determine it is in the best interest of the community to contact the neighbors effected by the project and will refer to the list of names provided above.
4. Homeowners receives written notification of either approval or denial of their application.
5. The homeowner has 6 months from the date the application is approved to complete the work. Failure to complete the work within 6 months may require a new application be submitted for consideration.
6. In the event an application is denied, the homeowner may appeal the decision. The appeal process is outlined in Article X of the Covenants, Conditions, and Restrictions (CC&Rs).
7. Upon completion of work, the homeowner is required to notify the NAC by sending correspondence to Cardinal Property Management.
8. The NARC will conduct final inspection and sign-off on project.

NOTE: Compliance with local building codes maybe required.
Contact the City of San Clemente directly to learn more.

Section 7 – Exterior Site Improvements that require the approval of the Architectural Committee

- 7.1 All improvements and/or modifications to existing lots or home improvements shall require the review and approval of the Architectural Committee. Improvements shall include, but are not limited to:
 - (a) New construction, additional construction, or modifications to existing construction or improvements to lots or homes.
 - (b) Construction of landscape amenities, including walks, driveways, walls/fences, swimming pools, spas, patio and window awnings, and excavations and trenches.
 - (c) Installation and maintenance of any landscape plant which will reach a mature height of greater than six (6) feet.
 - (d) All temporary structures of any nature, including playground equipment, recreational and sports accessories, playhouses, etc.