

**EXHIBIT 'A' PROPERTY
IMPROVEMENT FORM WILLOW HAVEN
COMMUNITY ASSOCIATION**

Today's Date: _____ Address where work took place: _____

Property Owner's Name: _____ Signature: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone _____

Type of work installed in courtyard/patio: _____

Please attach the completed Neighbor Awareness Form and three (3) sets of drawings/plans drawn to 1/4" scale (1/4" = 1'). Include the current date and the property address on each sheet. Please fold to 8 1/2 by 11 inches. When completed mail or deliver to Management. Please include a dimensioned hardscape plan showing existing walls, fences, and new and existing drainage accurately described as to materials, length, height, and angles. In addition, a dimensioned planting plan showing new plants accurately described as to plant type, size and location (must be from the approved plant palette and must include common names for all trees and shrubs). *All owners other than the first-time, original owner will need to submit a security deposit of \$250.00 and a review fee of \$100.00 with the Improvement form.*

Please do not write below this line

The proposed _____ project has been APPROVED DENIED

Signed: _____ of the Design Review Committee Date: _____

General Conditions:

1. Design Review Committee approval does not waive or constitute or reflect compliance with any federal, state, or local regulation.
2. Design Review Committee approval does not constitute acceptance of any technical or engineering specification; and the Maintenance Association assumes no responsibility for such.
3. Landscaping for any courtyard shall be installed within one hundred eighty (180) days following the close of escrow to the applicant.
4. Any oversight of a provision of the Declaration, or a provision in the Guidelines, does not waive the rule.
5. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent, which includes a description of the access area. The use of property owned and/or maintained by the Association for construction access is not permitted unless authorized by the Association in writing.
6. Building materials may not be stored on streets, sidewalks, common areas, or on any property owned and/or maintained by the Maintenance Association or the Association. Streets may not be obstructed by construction equipment.
7. The property owner is financially responsible for any repairs to property owned and/or maintained by Association damaged by a property owner's construction project.
8. Approval of drawings/plans is not authorization to proceed with Improvements on any property other than the Unit reviewed by the Design Review Committee and owned by the applicant.
9. Approval of drawings/plans is not authorization to revise the original drainage system installed by the builder and approved by the City.
10. Approval is for aesthetic purposes only. Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate plant types for the courtyard areas).

EXHIBIT 'B'
FACING & ADJACENT NEIGHBOR AWARENESS
WILLOW HAVEN COMMUNITY ASSOCIATION

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

Facing _____
Name Address Signature Phone

Facing _____
Name Address Signature Phone

Facing _____
Name Address Signature Phone

Adjacent _____
Name Address Signature Phone

Adjacent _____
Name Address Signature Phone

Comments:

The neighbors have seen plans I am submitting for Design Review Committee approval (see above verification). I understand neighbor objections do not themselves cause denial. However, the Design Review Committee will contact neighbors to determine their objections and their appropriateness, if necessary.

Submitted by:

Name _____ Date _____

Address _____

Signature(s) _____

EXHIBIT 'C'
NOTICE OF COMPLETION FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

Today's Date: _____ Address where work took place: _____

Property Owner's Name: _____ Signature: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone _____

Type of work installed in courtyard/patio: _____

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date work was completed: _____

Property Owner's Signature: _____

Please submit the following with your Notice of Completion paperwork:

1. A copy of the original stamped approved plan (also include any approved revised or amended plans)
2. Exhibits "C" and "D" completed, signed and dated.
3. Photos of everything completed on your property.

FOR DESIGN REVIEW COMMITTEE USE ONLY:

Signed: _____ Date: _____

The following action is required for the Notice of Completion to be approved by the Design Review Committee:

EXHIBIT 'D'
SECURITY DEPOSIT RETURN REQUEST FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

Today's Date: _____ / _____ / _____ Tract #: 31177 Lot #: _____

Address Where Work Took Place:

Mailing Address:

Daytime Phone: (____) _____ - _____ Evening Phone: (____) _____ - _____

Notice is hereby given that the undersigned is the Owner of the property where the work took place and that they are to be the legal recipient of any refundable funds from the security deposit. To ensure that they are the legal recipients and that all processes have been satisfactorily completed, attached are copies of the following:

- Design Review Committee Property Improvement Form (Exhibit 'A') that was signed, dated and approved by the DRC from which the work was done
- Design Review Committee Notice of Completion Form (*Exhibit 'D'*) has been signed and dated

Applicant's Name: _____ Applicant's Signature: _____
(Please Print)

(Do Not Write Below Line. This Is To Be Completed By Design Review Committee Only)

- Application Form Complete* _____
Initials
- Notice of Completion Form Complete* _____
Initials
- Voted on By Board:* _____ / _____ / _____ (*Date Vote Took Place*)
- Approved* *Denied*

Reason for Denial:

- See Attached Sheet*
- Check Number* _____ *Check Date:* _____ / _____ / _____
- Check Sent* *Date:* _____ / _____ / _____

EXHIBIT 'E'
CHECK SUBMITTAL FORM
WILLOW HAVEN COMMUNITY ASSOCIATION

ARCHITECTURAL
REVIEW
FEE
(\$100.00)

Staple Check Here
Make Check Payable:
Willow Haven Community Association

IMPROVEMENT
SECURITY
DEPOSIT
(\$250.00)

Staple Check Here
Make Check Out To:
Willow Haven Community Association

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____