

Howe Association Management, Inc.

485 Hartz Avenue, Suite 100

Danville, CA 94526

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howe_general@sbcglobal.net

Welcome to Village Pointe Homeowners Association!

Attached is information regarding your new neighborhood and Homeowners Association. We hope you will take a few minutes to review this information.

Howe Association Management, Inc. is the Management Company for Village Pointe HOA. They are located at 485 Hartz Avenue, Suite 100, in Danville. Business Hours are 8:30 AM to 4:30 PM (closed for lunch from 12 to 1 PM) with Friday hours of 8:30 AM to Noon. In case of an emergency during non-business hours, the voice mail system will direct you to a telephone number to call for appropriate action.

The Village Pointe HOA website can be accessed at www.howemanagement.com.

Username: VillagePointe (case sensitive with no space between the words)

Password: howevlp (all lowercase)

Association Board meetings are held on the second Wednesday of every other month (1, 3, 5, 7, 9, 11) with an annual meeting in November. Meetings are held in the clubhouse at 6:00 pm. The schedule of Board Meeting Dates is available on the Association website on the [Board Meetings tab](#) under "Meeting Dates." Upcoming meeting dates and times are also published in the Village Pointe Newsletter. Homeowners are always welcome and encouraged to attend.

Homeowner dues are due the first of each month and have a 23-day grace period. There are three options for making your dues payment. A statement will be mailed to you each month with a pre-addressed envelope to **mail a check**. Please DO NOT mail payments to the Danville address. Checks sent to the Danville address will be returned and possibly cause a late fee.

For those using **bill-pay through their bank**, please make Village Pointe HOA the Payee and set up the account with the following address:

**Village Pointe Association
P.O. Box 45442
San Francisco, CA 94145-0442.**

Your account number can be located on your monthly statement. Please be sure to reference this when you set up your online bill-pay account.

To set up auto-pay use [this form](#) (may take up to 45 days) **or** set up **online payments** by going to <http://www.unionbank.com/hoabankers/> and clicking the "Get Started" box. Below is the property identification needed for the registration process. Payments made by 2:00 pm typically post the same day.

Company ID: 0008 this is the Management Company ID

Association ID: 000736 this is the Bank ID for Village Pointe HOA

Unit ID: This is the account number on your billing statement. The process takes about 45 days to set-up.

Should you have any other questions regarding the Association, please feel free to contact the Management Office.



Village Pointe Homeowners Association



Questions & Answers

You are automatically a member of Village Pointe Homeowners Association upon taking title to your new home. Therefore, you may be interested in answers to some commonly asked questions.

What is a Homeowners Association?

A Homeowners Association is normally a legal nonprofit corporation, organized to manage and maintain Association properties, to provide exterior common area maintenance and to generally administer the project. The specific duties and responsibilities of the member Homeowners and Directors are controlled as defined by the Articles of Incorporation, the Declaration of Covenants, Conditions and Restrictions (hereinafter called CC&R's) and the Bylaws of the Association.

Exactly what do I own when I buy a home in Village Pointe?

You will receive full title to your home plus a non-exclusive easement (the right to use) to the common area. Your lot is described on the recorded subdivision map and includes all structures attached thereto.

What is the common area?

The common areas are those used jointly with the other Homeowners. Please see section 7.07 of your CC&R's entitled "Common Area".

Who takes care of the maintenance and upkeep of the common area?

The common area is maintained by the Association from dues that you pay on a monthly basis. The Association hires outside contractors to perform the work necessary for the upkeep of the common areas.

Who pays for the building and common area maintenance?

You (the owner) together with every other Village Pointe property owner. Regular assessments are made with each homeowner paying a proportionate share. The total assessment will be used to pay for such items as landscape maintenance, insurance, common area water, pool maintenance, building (clubhouse), management and the placement of funds into reserves for future repair and replacement of capital items.

Village Pointe Homeowners Association

Questions & Answers, Continued Page 2

How much are the assessments?

The current monthly assessment for the Association is \$255.00 per unit. This assessment is the same for all owners, regardless of the model or location of their home.

Can the assessments be changed?

The Board of Directors may increase the assessment each calendar year by 20% and may lower it at its discretion. Special assessments may be set at 5% of the budgeted gross expenses without a membership vote.

How and by whom is Village Pointe Homeowners Association run or controlled?

The governing body of the Association is a Board of Directors, elected from and by the Association members, who must work in accordance with the Restrictions for the Association. Professional management and maintenance companies may be hired to assist the Board in performing its duties.

What if a Homeowner does not pay their assessment?

Since failure to pay would place an unfair burden on the other Homeowners, the payment of the assessment is mandatory. The dues, if not paid, would then become a lien against the Homeowner's property together with all costs associated with the collection of the delinquent assessments.

At Village Pointe, may I alter the exterior of my home?

Any alteration must first have the written approval of the Board of Directors. An Architectural Request form has been enclosed with this package for your review. If you are interested in making any exterior changes to your home or landscaping, you must first submit this form and receive approval, in writing, prior to the commencement of work.

What happens if I sell the home?

Upon the sale of your home, the new buyer assumes your mandatory Association membership. It is your responsibility to pass along the CC&R's and Bylaws to the new owner.

How is insurance handled?

Each Homeowner contracts for their own Homeowners insurance on their own home. The Association is responsible for providing hazard and liability insurance on the common area. Such coverage is in accordance with the provisions of the CC&Rs.

VILLAGE POINTE POOL RULES

Pool hours are 9:00 a.m. to 9:00 p.m. every day.

- Close pool gates and do not prop gate open; leaving the gate open will result in a fine.
- Children under the age of 14 must have adult supervision (18 years and older).
- No smoking or BBQs allowed in the pool area.
- No glass is allowed in the pool area.
- No pets are allowed in the pool area.
- No personal debris in pool trash cans; personal waste must be disposed of in resident's own trash containers.
- Bathing suits only. No underwear, disposable diapers, street clothes or cut-offs allowed.
- No diving or horseplay—this includes boisterous play, running, yelling, screaming, etc.
- No rafts, inner tubes or other large flotation devices are allowed in the pool area. Small safety flotation devices (e.g. water wings, swim vests, arm bands) are allowed when used considerately.
- No skateboards, scooters or bicycles in the pool area.
- No more than five (5) guests allowed and all guests must be with an adult resident (18 years and older) at all times when in the pool area. Residents are responsible for the actions of their guests.
- Please do not bring any articles to the pool which may cause injury or are small enough to clog drains or filters.
- No speakers allowed unless approved by the Board and no music players unless used with headphones.
- Uninvited guests should be told to leave by any and all residents. Remember, this is your property.

Please take a moment to review the pool rules with all members of your residence and guests so we ensure that everyone has a great swim season!



Revised 3/26/18

VLP-Pool Rules_rev032018.pub

VILLAGE POINTE REGLAS DE PISCINA



El horario de la piscina es diario de 9:00 a.m. to 9:00 p.m.

- Mantengan la puerta para la piscina cerrada. No se permite apoyar la puerta. Dejando la puerta abierta puede costar en una multa.
- Niños de 14 años y menos deben tener supervisión de un adulto (18 años).
- No se permite fumar y tener un BBQ en la zona de la piscina.
- Por favor nada de vidrio en la zona de la piscina.
- Animales no se permiten en la zona de la piscina.
- Nada personal en los botes de basura de la zona de la piscina. Basura personal necesita ser tirada en los botes de basura personales.
- Traje de baño solamente. No se permite nadar en ropa interior, pañales, ropa normal, y recortes.
- Clavando en la piscina no se permite. Por favor no corriendo y gritando en la zona de la piscina.
- No tubos internos, dispositivos de flotación grandes se permiten en la piscina. Flotaciones de seguridad chicas como chalecos salvavidas y flotación de brazos si se permiten.
- No se permite patinetas, bicicletas, y scooters en la zona de la piscina.
- No se permite más de 5 visitantes. Debe de ver un adulto (18 años) con todos los visitantes. Los residentes son responsable de todos los visitantes.
- Por favor de no tener ningún artículo en la piscina que puede causar que alguien se lastime. No se permite nada chico que puede obstruir drenajes o filtros.
- No se permiten hablantes a menos que sea aprobado por la junta. No hay reproductores de música a menos que se usen con auriculares.
- Un huésped no invitado debe recibir la orden de irse de cualquiera y todos los residentes. Recuerda que esta es tu propiedad.

Por favor tomen un momento con las reglas con todos los miembros de su casa y visitantes para que todos puedan disfrutar la piscina este verano.

Village Pointe Homeowners Association
Clubhouse Rental Policy
\$50 Rental Fee and \$100 Deposit

1. The exclusive use of the Clubhouse and its facilities are available on a rental basis to all Village Pointe HOA Members in good HOA dues standing. The Clubhouse is not available to outside groups unless approved by the Board of Directors.
2. The Clubhouse is not available for revenue-producing functions.
3. Renters shall be fully responsible for all activities occurring during the rental period. The Village Pointe HOA shall be free and blameless of any damage or loss of personal property and/or bodily injury suffered during or as a result of the rental.
4. All rental agreements will be made exclusively with adult residents, 21 years of age and older. Any use of the Clubhouse by minors must be with appropriate adult supervision. In all cases, the adult Homeowner is the responsible party.
5. Reservations will not be considered binding until all of the following have been received: Payment of \$50 for the rental fee, a \$100 deposit and the "Clubhouse Rental Agreement" form. Please provide two separate checks (one for the rental fee and one for the deposit) made payable to "Village Pointe HOA". Checks should be personal checks from the homeowner or cashier's checks.
6. A \$100 security deposit for cleaning and damage is required. The portion of the deposit not used for cleaning and/or damage will be refunded. This in no way limits the liability of the renter for cleaning and/or damage in excess of the security deposit. The homeowner will be billed for any damages or cleaning exceeding \$100.
7. The interior of the facility may be decorated at the discretion of the homeowner subject to the following restrictions: no nails, tacks, or glue may be used on walls, fixtures or appliances. **Failure to abide by this restriction may result in the loss of a portion or all of your deposit.**
8. Clubhouse Renters are required to leave the Clubhouse in the same clean condition as it was found. Trash may not be disposed of in the outside trash receptacles in the pool area. **All trash must be removed from the Clubhouse and properly disposed of by the Clubhouse renter.** Failure to remove ALL of your garbage will result in the loss of your deposit.
9. The maximum number of people allowed in the Clubhouse is 30.
10. The pool cannot be used as part of the renter's private party. During the rental of the Clubhouse, the party must be contained inside the Clubhouse.
11. No furniture shall be removed from the pool area.
12. No stereo speakers shall be placed outside the Clubhouse. All music must remain within the Clubhouse and should be lowered after 9:00 p.m. Please be considerate of your fellow members of the Association.
13. The Village Pointe Clubhouse is a non-smoking facility.
14. Failure to comply with the clubhouse rental policy may result in loss of clubhouse rental usage in the future.

Please direct all Clubhouse inquiries to Marshall Cosby (925) 778-0218

PLEASE RETAIN THIS PAGE FOR REFERENCE

Village Pointe Homeowners Association
Clubhouse Rental Agreement
\$50 Rental Fee and \$100 Deposit

Homeowner's Name: _____

Village Pointe HOA Address: _____

Day Phone #: _____

Evening Phone #: _____

Date of Event: _____

Time (Beginning to End): _____

Type of Function: _____

Number of people expected: _____ (Maximum 90 people)

I/We, the undersigned homeowner(s), request the use of the Village Pointe Clubhouse facilities. I/We have read and agree to follow the rules of the Village Pointe Homeowners Association during my private use of the facility. I/We agree that I/we are completely responsible for all persons using the facility during my rental period and shall hold harmless from and will defend the Village Pointe Homeowners Association against any and all claims for liability for any injury and/or damage to any persons and/or personal property. I/We have read the "Village Pointe HOA Clubhouse Rental Policy" and agree to accept the terms and conditions for use of these facilities.

Homeowner's Signature _____ Date _____



**This page must be submitted with your \$50 rental fee and \$100 deposit
to Marshall Cosby (925) 778-0218 at 1655 Somerset Place
at least two days prior to your Clubhouse rental date.**

Enjoy your event!

Village Pointe Homeowners Association

Rules and Regulations

The Rules and Regulations listed below shall be deemed to be in effect until amended or rescinded by the Board of Directors or the vote or written consent of the owners, pursuant to Article I, Section 10.01 (b) of the CC&R's and shall be applied to and binding upon all unit owners. The unit owner shall at all times obey said Rules and Regulations and shall use their best effort to see that they are faithfully observed by their families, guests, invitees, servants, lessees, and other persons over whom they exercise control and supervision.

The said Rules and Regulations are as follows:

1. Sidewalks, entrances, passages and all common elements must not be obstructed or encumbered or used for any purposes other than ingress and egress to and from premises. Nor will any carriages, skateboards, wagons, shipping carts, chairs, benches, tables or any other objects of similar type in nature be stored thereon.
2. Personal property of all unit residents shall be stored within their condominium units. Nothing shall be stored in the common areas.
3. No garbage cans, recycle bins, or other articles shall be placed on porches, nor shall any linens, clothes, curtains, rugs, mops, or laundry of any kind or other articles be shaken or hung from any of the windows, doors, or patios or exposed on any part of the limited common area elements. The common areas shall be kept free and clear of rubbish, debris and other unsightly material.
4. No unit owner shall throw anything from windows, nor shall he sweep or throw from his unit any dirt or other substances outside of the unit.
5. Refuse and bag garbage shall be deposited only in sanitary containers with tight-fitting lids.
6. Employees or contractors of the Association shall not be sent off the condominium premises by any unit owner at any time for any purpose. No unit owner or resident shall direct, supervise or in any manner attempt to assert control over employees or contractors of the Association.
7. Parking facilities shall be used in accordance with the regulations set forth in the CC&R's and the Rules and Regulations adopted by the Association and the Board of Directors. No vehicle which cannot operate on its own power shall remain on the condominium premises for more than twenty-four hours and no repair to vehicles shall be made on the premises except in a garage totally isolated from public view. Vehicles parked in red curb areas or other areas posted "No Parking" will be towed without notice at owner's expense. Garage doors shall remain closed when not in use.

Village Pointe Homeowners Association
Política de Alquiler de Casa Club
\$50 Tarifa de Alquiler y \$100 Deposito

1. El uso exclusivo de la casa club y sus instalaciones están disponibles en alquiler para todos los miembros de Village Pointe HOA en buenas posiciones. La casa club no está disponible para grupos externos a menos que lo apruebe la junta directiva.
2. La casa club no está disponible para las funciones de producción de ingresos.
3. Los inquilinos serán completamente responsables de todas las actividades que ocurran durante el periodo del alquiler. El HOA debe ser libre y no culpable de cualquier daño o pérdida de propiedad personal y/lo lesiones corporales sufridas durante, o como resultado de alquiler.
4. Todos los contactos de alquiler se realizarán exclusivamente con residentes adultos, mayores de 21 años, cualquier uso de la casa. Lib por parte de menores debe hacerse bajo la supervisión de un adulto. En todos los casos, el propietario adulto es la parte responsable.
5. Las reservas no se considerarán vinculantes hasta que se hayan recibido todas las siguientes: Pagó de un tarifa de alquiler de \$50 dólares, un depósito de \$100 dólares, y el formulario de "Contrato de alquiler de la casa de club". Proporcione dos cheques separado (uno de \$50 para la tarifa, uno por de \$100 para el depósito) a nombre de "Village Pointe HOA". Los cheques deben ser personales del propietario o cheque de caja.
6. Se requiere un depósito de seguridad de \$100 para la limpieza y el daño. La porción del deposito no utilizando para limpieza y/o daño será reembolsado. Esto de ninguna manera limita la responsabilidad del arrendatario por la limpieza o loas daños que excedan el depósito de seguridad. Al propietario se le cobrará por cualquier daño o limpieza que supere los \$100.
7. El interior de la instalación puede ser decorado a discreción del propietario sujeto a las siguiente restricciones- No se pueden usar clavos, tachuelas, o pegamento en las paredes. El incumplimiento de esta restricción puede ocasionar la pérdida de una parte o todo de su depósito.
8. Los inquilinos de la. Asa club deben salir de la casa club en las mismas condiciones en que fueron encontrados. Toda la basura debe ser removida de la casa club y adecuadamente dispuesto por el inquilino de la casa clu. Si no elimina TODO su basura perderá su depósito. No se debe tirar la basura en los receptáculos de basura exteriores en la zona de la piscina.
9. 30 personas es el máxima de gente en la casa club.
10. La piscina no se puede usar como parte de la fiesta privada de los inquilinos. Durante el alquiler de la casa club la fiesta debe estar contenida en la casa club.
11. No se debe quitar muebles de la casa club.
12. No se deben colocar altavoces estero fuera de la casa club. Toda la música debe permanecer dentro de la casa club y debe bajarse después de la 9:00 p.m. Sea considerado con sus compañeros miembros de la asociación.
13. No se permite fumar en la casa club.
14. El incumplimiento de la política de alquiler de la casa club puede ocasionar la pérdida del uso del alquiler de la casa club y de los muebles.

Por favor dirija todas las consultas al casa club a Marshall Cosby (925) 778-0218

Por favor conserve esta página como referencia

Village Pointe Homeowners Association
Acuerdo de Alquiler de Casa Club
\$50 Tarifa de Alquiler y \$100 Deposito

Nombre de propietarios de viviendas: _____

Village Pointe domicilio: _____

Telefono de dia#: _____

Telefono de noche#: _____

Fecha de evento: _____

Hora de evento (comienzo hasta final): _____

Tipo de evento: _____

Numero de personas esperadas: _____ (Máximo 90 personas)

Yo/Nosotros, propietarios de viviendas solicitamos el uso de casa de club de Village Pointe. Yo/Nosotros hemos leído y acepto seguir las reglas de la asociación de propietarios de Village Pointe durante mi evento privado y mantendría indemne y defendera a la asociación de propietarios de viviendas de Village Pointe contra cualquier reclamo de responsabilidad por cualquier lesión o daño a cualquier persona o propiedad. Yo/Nosotros he leído la política de alquiler de la casa de club de Village Pointe y acepto los terminos y condiciones de uso para la casa de club.

Firma _____

Fecha _____



Esta página debe ser enviada con una tarifa de alquiler de \$50 y \$100 de deposito a Marshall Cosby (925) 778-0218 a la direccion 1655 Somerset Place dos dias antes del evento en la casa de club.

Disfruta tu evento!

Village Pointe Homeowners Association

Rules and Regulations, Page 2

8. No unit owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, licensees or tenants, nor shall any unit owner permit anything by such persons that will interfere with the rights, comforts and conveniences of the other unit owners. Household noise levels (parties, stereo, etc.) shall be maintained below that which can be heard outside.
9. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in or upon any part of the condominium unit or any other common elements by any unit owner or occupant without written permission of the Association except one real estate sign of customary size displayed in a window. The above includes signs within the unit which are visible from outside of the unit except where permitted in the CC&R's. Neighborhood Watch signs are acceptable.
10. No awning, canopy, shutter, or other protection shall be attached to or placed upon the outside walls, doors, roofs, or patios of the buildings, nor shall any screen doors be installed without the written consent of the Board of Directors.
11. Complaints regarding service of the condominiums shall first be made to the management company hired by the Association and then, if not satisfactorily handled, directed in writing to the Board of Directors of the Association.
12. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit, garage or storage, except as required for normal household use.
13. Payments of monthly assessments shall be made at the office of the management agent as designated by the Board of Directors of the Association. Payments made in the form of checks shall be made payable to the Village Pointe Homeowners Association.
14. Food or beverages in glass containers may not be consumed outside the condominium unit.
15. Where pets are permitted, as provided in the CC&R's, said pets shall be kept on a leash at all times when outside the pet owner's unit. The pet owners shall be required to immediately clean up after their animals. Pets shall not be allowed in the condominium's recreational area.
16. No exterior clotheslines shall be erected or maintained, and there shall be no drying or laundering of clothes on the Common Area or in areas visible from the Common Area.

Village Pointe Homeowners Association

Rules and Regulations, Page 3

17. No bicycle riding will be permitted on the sidewalks.
18. Damage to building, grounds, plants, or other common property is the responsibility of the unit owner causing the damage. Expenses incurred to repair damage will be charged to respective families or unit owners, and collected pursuant to the CC&R's.
19. The Board of Directors of the Association reserves the right to make such additional Rules and Regulations as may be required from time to time without the consent of the Condominium Association and its members; provided, however, that the owners may rescind or amend any Rule or Regulation so adopted by the Board in accordance with the CC&R's. Any additional Rules and Regulations shall be binding in the same manner as all other Rules and Regulations previously adopted.
20. All units are supplied with a smoke detection device. Upon occupancy, it shall be the responsibility of the owner or resident to regularly test to ensure that the device is in operable condition. If it is not operable, the owner shall report it to the developer, if still under warranty, or have it made operable.
21. No owner or tenant shall install any television, FM, AM, or amateur radio antenna, air conditioning unit, electrical or telephone wiring, or similar thing on the exterior of a building without prior written authorization of the Board.
22. Except as provided by Rules and Regulations of the Association, no mobile home, trailer of any kind, truck (except 3/4 ton or smaller pickup trucks without campers), unmounted camper, boat or similar RV shall be kept, maintained, placed, constructed, remodeled, reconstructed, or repaired (herein collectively referred to as "parking") upon any lot, driveway or parking space.

Village Pointe Homeowners Association

Policy of Dues and Assessment

In keeping with prudent business practices and to maintain the financial health of the Association, the Board of Directors has established the following policy to facilitate the collection of Homeowners dues, effective November 1, 1992.

1. Homeowners assessments are due the 1st of each month.
2. Assessments are considered past due on the 24th of each month.
3. Homeowners whose dues have not been received by the 23rd of the month will be charged a late fee of \$10.00, and interest of 1% per month on the outstanding balance.
4. When an assessment is 60 days or more past due, the owner will be sent a NOTICE OF LIEN, and will have thirty days to bring their account current. Should the amount owed remain unpaid, a lien will be filed and all costs associated with filing and releasing the lien are charged to the owner.
5. If an Owner's assessments are allowed to fall 90 days past due, a letter will be sent informing him/her that FORECLOSURE ACTION will commence when the account becomes 120 days past due. If there is no response and the amount is unpaid, the matter will be referred to an attorney for collection. In accordance with California Civil Code Section 5650, all costs of collection, including reasonable attorney fees, will be assessed to the homeowner. Before foreclosure action is begun, the Board will vote on the action.
6. An owner who writes a check to the Association which is returned for any reason shall pay a \$15.00 charge for processing such check. If the check can not be negotiated, payment shall be demanded in accordance with California Civil Code Section 1719.

The above policy has been adopted in accordance with the Association's Declaration of Covenants, Conditions, and Restriction, Bylaws, and California Civil Codes Section 5650 and 1719.

Association dues are payable each month whether or not a statement is received.

Please understand that the Board of Directors is obligated to collect assessments levied by the Association. Their fiduciary responsibility necessitates the adoption of this policy. Be assured, this policy will not be applied arbitrarily.

Village Pointe Homeowners Association

485 Hartz Avenue, Suite 100

Danville, CA 94526

(925) 837.2805 3# phone

(925) 837.2899 fax

howe_applications@sbcglobal.net

Dear Homeowner,

Thank you for obtaining an Architectural/Landscape Application. Your cooperation in complying with the rules and regulations of your Association is greatly appreciated. The following information will help to ensure that you correctly complete your Application. **Please read the following information carefully before completing and submitting your Architectural Application.**

- Paint Requests

Homes within the Association must be painted as follows:

Body of home: Gray Wood -1240

Trim of home: Swan White-1245

These paint colors may be obtained at the Kelly Moore paint store in Antioch or the Dunn Edwards Paint Company in Pleasant Hill. You do not need to submit an Architectural Application for this request.

- Satellite Dish Requests

If you are requesting to install a satellite dish on your home, you must submit a sketch of your home, clearly showing the location where the satellite dish will be installed. The drawing should be labeled (front of home, back of home, etc.). On the application, please state the size of the satellite dish in the "Dimensions" section. Please choose a location for installation where your satellite dish will be least visible from the street (under a roof eave, etc.). *PLEASE NOTE: the front of the home is not an acceptable location for a satellite dish.*

- Landscape Requests

If you are requesting to change your landscape, you must submit a drawing of your home and landscape, clearly showing where the new plants/trees will be installed. The drawing must be labeled with the names of each type of new plants/trees to be installed. Any new irrigation and/or changes to drainage must also be clearly shown on the drawing. If you are providing a color coded drawing, you must submit at least 3 sets of the drawing or provide a PDF file.

- Additions/Shed or Structure Installation/Major Home Renovations

If you are requesting to add on to your home, install a shed or structure in your backyard, or complete any type of major renovation to your home, you must submit blueprints of your proposed work. The blueprints must be reduced to regular paper size (8-1/2" x 11"). Large size blueprints will not be accepted and will be returned to you for reduction. All plans must show all information relevant to the improvement including changes to drainage, front/side elevations, materials to be used, etc.

- Windows/Doors

If you are requesting to change your windows and/or doors, you must submit a clear picture of the style of window and/or door to be installed. Your application must clearly state the location of the windows/doors to be installed. Please note the color of the window frames as well as whether or not the windows will have grid lines.

- Roof Replacement

If you are requesting to replace your roof, it must adhere to the following:

Warranty: **Lifetime** Material: **Shingles**

Brand: **GAF Timberline** in color: "**Artic White**" -OR-

Brand: **Owens Corning Oakridge Shingles** in color: "**Shasta White**"

- Solar Panel Requests

Homeowners must submit an Architectural Application and receive approval prior to installation. Along with the completed application, please submit all documentation that the solar company provides to you (usually about 10 pages of information). This should include a diagram of your home, clearly labeled with the "front" and "back" of the home, showing the proposed location of the panels, the inverter and the conduit. If some of the solar panels are to be placed towards the front of the home, we also need to receive calculations which show the difference in output when placing the panels at the back of the home versus the front of the home. Ideally, most or all the solar panels would be least visible from the street.

The following conditions must be met with the approval of solar panels installation:

- 1) Solar Panels must be black with black casings and flush-mounted and parallel rather than angled and extending outward.
- 2) Inverter boxes may not be installed on the roof.
- 3) The combiner box, main service box, and/or any related/required utility boxes will be installed inside the garage and will not be visible from the street or exposed at the front of the home.
- 4) Conduits may either be run inside garage or through the attic, but in no case may they be visible from the street. If conduits are on the side of the home or toward the back of the home, they must be painted to match the existing color of the home. No conduits may be run at the front of the home.

- Siding Replacement

If you wish to replace the siding on your home, you will need to use siding that most closely matches the existing siding on your home. Although the Management Office does not have recommendations or referrals for contractors or manufacturers, you should to have your contractor match the existing siding (texture, width, etc.). If the replacement siding is different in any way from your existing siding, you must submit a sample of the siding to the Management Office for approval, prior to beginning installation. Once the new siding is installed, you must have it painted to match the existing paint color. Please refer to the "Paint Requests" section of this application for paint color information. There is no need for architectural approval when replacing the siding on your home if the new siding matches the existing siding.

Prior to submitting your application, please note the following:

Obtaining permits from the city (if applicable) is your responsibility. Please contact the city to obtain further information on obtaining a permit.

Please complete the attached Architectural Application in its entirety. If a section does not apply to your request, please mark N/A (not applicable). If you mark a section N/A, and the section does apply to you, your Application may be returned to you for completion. Applications must be submitted by the owner of the home. Applications submitted by renters or potential/future homeowners will not be accepted.

The requirement of this information is not intended to discourage home improvements within the Association yet is necessary for the Architectural Review Process. Therefore, failure to submit any of the above listed information may result in the immediate denial of your request due to failure to provide the required information. **Please review this information carefully and make sure that you are including all required documents before submitting your application to the Management Office. Incomplete applications cannot be processed.** Upon receipt of your Application and all required documents, Management will forward your request to the Architectural Committee. Your Application will be reviewed and you will receive a response within 30 days via US Mail. **Although the review process may take less time, the Committee has 30 days to review your application.** Please do not schedule appointments or make plans to commence work prior to receiving approval from the Architectural Committee.

We appreciate the fact that you are taking this important step toward complying with the rules of your Association. Should you have any questions regarding the Architectural Application or the Architectural Approval procedure, please feel free to contact the Assistant Property Manager, at (925) 837.2805 ext. 3#. Again, thank you for your cooperation and good luck on your project!

Sincerely,

Village Pointe Homeowners Association

rev 6/01/2017

Village Pointe Homeowners Association

c/o Howe Association Management, Inc.
 485 Hartz Avenue, Suite 100
 Danville, CA 94526
 (925) 837.2805 ext 3# phone (925) 837.2899 fax
 howe_applications@sbcglobal.net

Architectural/Landscape Improvement Application

Name: _____ Date: _____

Address: _____ Email: _____

Day Phone: _____ Mobile Phone: _____

Description of Improvement:

Location: _____ Dimensions: _____

Materials: _____ Brand: _____

Colors: _____ Approximate Cost: _____

Contractor: _____ License #: _____

Start date of project: _____ Completion date of project: _____
(You must provide an approximate date) (You must provide an approximate date)

Neighbor Acknowledgement:

Acknowledgement of all neighbors who will be effected by your alteration/improvement is required. Please show and explain your plans to those neighbors who will be affected and have them sign below:

Address	Name (Print)	Signature	Phone #	Date

HOMEOWNER ACKNOWLEDGEMENT

I have reviewed this alteration/improvement and am in agreement with the proposed alteration/improvement. I/We understand the rules concerning the proposed improvement. I/We agree to abide by the rules set forth by the Architectural Committee and will be solely liable for the upkeep and maintenance of the proposed request and the encroachment that this improvement may make on a neighbor's private property and/or common areas.

Homeowner's signature: _____ Date: _____

For Office Use Only:

Approved: _____ Denied: _____ Committee Member's Name or Initials: _____

Rev. 06/01/17