

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

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: _____

(You must provide an approximate date)

Completion date of project: _____

(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: _____