

SUBMITTAL CHECKLIST
LANDSCAPE/HARDSCAPE
ARCHITECTURAL REVIEW COMMITTEE APPLICATION
FOUNDERS WALK CORPORATION

(Owner to Complete)

This checklist must be completed by the Owner and must be attached to the Architectural Review Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. The DRC will return all incomplete submittals without review.

A description of what must be included on each of the drawings required below may be found in the Architectural Review Guidelines.

PART I - ALL IMPROVEMENTS

This section lists the submittal requirements for **all Improvements** that must be included with any and all submittal requests. Per the Association CC&R's - Improvements mean any structure and any appurtenance thereto including a building, walkway, irrigation system, controlled access facility, recreational facility, road, driveway, parking area, alley, fence, any type of wall, awning, patio, porch, deck, any type of landscaping and planting, antenna, poles, signs, air conditioning and water softener fixture or equipment. The DRC may identify additional items that are Improvements.

- Completed Architectural Review Committee Application– Exhibit 'A' (2 pages)
- Signed Neighbor Awareness Form – Exhibit 'B'
- Submittal Checklist
- Photo(s) of entire front, back and side yards of residence identifying architectural style & color scheme prior to improvements.
- Plot Plan (minimum ¼" = 1'-0" for ¼" scale) – **3 SETS** (with neighbor initials and address)

PART II - LANDSCAPE IMPROVEMENTS

This part must be completed by all applicants for improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

- Part I submittal requirements
- Landscape Plan (may be included on plot plan)

PART III - EXTERIOR IMPROVEMENTS

This part must be completed for exterior alterations including trellis and sunshades, gazebos, balcony, window and door treatment, and exterior color or material changes.

- Part I submittal requirements
- Exterior Elevations
- Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot plan)

EXHIBIT 'A'
LANDSCAPE/HARDSCAPE
ARCHITECTURAL REVIEW COMMITTEE APPLICATION
FOUNDERS WALK CORPORATION

(Owner to Complete)

Please complete this request form, the submittal checklist form and attach **THREE (3)** copies of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Review Committee:

Mail or deliver to: Founders Walk Corporation Architectural Review Committee
 c/o Action Property Management
 29B Technology Drive, Suite 100
 Irvine, CA 92618

From: _____ Date: _____
 Owner

 Mailing Address City Zip
 (_____) _____ (_____) _____
 Area Code Home Phone Number Area Code Work Phone Number

Property Address: _____

Email Address: _____

Architect, Engineer or Owner's Representative: (if applicable)

 Contact Company Name
 Address: _____
 Phone #: _____

Type of Work: *(Check all that are appropriate)*

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Room Addition | <input type="checkbox"/> Sundeck or Balcony | <input type="checkbox"/> Attached Patio Cover | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Spa | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Pond, Fountain, Waterfall | <input type="checkbox"/> Fire Pit, Fireplace |
| <input type="checkbox"/> Barbecue | <input type="checkbox"/> Drainage System | <input type="checkbox"/> Fence, Screen Wall, Gate | <input type="checkbox"/> Trellis, Arbor |
| <input type="checkbox"/> Front Yard | <input type="checkbox"/> Rear Yard | <input type="checkbox"/> Planter, Retaining Wall | <input type="checkbox"/> Seat Wall |
| <input type="checkbox"/> Tubular Steel | <input type="checkbox"/> Driveway Widening | <input type="checkbox"/> Irrigation | <input type="checkbox"/> Planting |
| <input type="checkbox"/> Exterior Low Voltage Lights | | <input type="checkbox"/> Exterior High Voltage Lights | |
| <input type="checkbox"/> Satellite Dish | | <input type="checkbox"/> Other | |

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL REVIEW COMMITTEE IS PERFORMED FOR THE SOLE PURPOSE OF DETERMINING CONFORMANCE WITH THE CC&R's AND THE ARCHITECTURAL REVIEW GUIDELINES AND DOES NOT CONSTITUTE REVIEW OR APPROVAL OF PLANS WITH RESPECT TO CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

EXHIBIT 'A' – PAGE 2
LANDSCAPE/HARDSCAPE
ARCHITECTURAL REVIEW COMMITTEE APPLICATION
FOUNDERS WALK CORPORATION

(Owner to Complete)

I understand, agree and warrant that:

1. No work or improvement may commence until written approval of the Architectural Review Committee has been received.
2. The "General Conditions of Approval" section of the Architectural Review Guidelines applies to any approval.
3. The plans and specifications submitted in connection with this application do not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 *et seq.*), or a building code or other applicable law governing land use or public safety.

SIGNATURE: _____
Owner Date

Received by the Architectural Review Committee: _____
Date

(Do Not Write Below Line. This is to Be Completed By Architectural Review Committee Only)

Consultant Review Recommendation:

Submittal

- NOT APPROVED**
- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| 1 st | 2 nd | 3 rd | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete Submittal |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Require Additional Information |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |

Submittal

- APPROVED WITH CONDITIONS**
- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| 1 st | 2 nd | 3 rd | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community CC&R's |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notes on Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter Dated _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of Neighbor Awareness Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of DRC Application Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

Consultant Signature:

 Signature (1st Submittal)

 Date

 Signature (2nd Submittal)

 Date

 Signature (3rd Submittal)

 Date

EXHIBIT 'B'
LANDSCAPE/HARDSCAPE
NEIGHBOR AWARENESS FORM
FOUNDERS WALK CORPORATION

(Owner to Complete)

NEIGHBOR AWARENESS - The intent is to notify your neighbors who own property adjacent to your lot (property) line or unit of the improvement you are proposing. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. **Each neighbor must also initial each set of plans (every sheet of a multiple sheet plan).**

Immediate Neighbor – Rear of Home

Name

Address

Signature

Immediate Neighbor – Rear of Home

Name

Address

Signature

Immediate Neighbor – Side of Home

Name

Address

Signature

YOUR HOME

Name

Address

Immediate Neighbor – Side of Home

Name

Address

Signature

Immediate Neighbor – Front of Home

Name

Address

Signature

Immediate Neighbor – Front of Home

Name

Address

Signature

NEIGHBOR CONCERNS OR COMMENTS:

EXHIBIT 'C'
NOTICE OF COMPLETION FORM
FOUNDERS WALK CORPORATION

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

Address Where Work Took Place: _____

Mailing Address: _____

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

Email Address: _____

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: _____ / _____ / _____

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

Please provide the following documents in order that the Notice of Completion may be reviewed.

- Photographs of all works of improvement completed on the property.
- Copy of approved stamped plans *(and any approved revised/amended plans) (verify if Management retained an extra copy of the approved and/or revised plans before submitting).*

(Do Not Write Below Line. This is to be completed by Architectural Review Committee Only)

Committee Comments:

Submittal

NOT APPROVED

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------------|
| 1 st | 2 nd | 3 rd | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incomplete Submittal |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Require Additional Information |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review |

Submittal

APPROVED WITH CONDITIONS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| 1 st | 2 nd | 3 rd | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Community CC&R's |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Notes on Plans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Appearance Evaluation Review Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Letter Dated _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of Neighbor Awareness Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completion of DRC Application Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

Consultant Signature:

Signature (1st Submittal)

Date

Signature (2nd Submittal)

Date

Signature (3rd Submittal)

Date