



HOME IMPROVEMENT FORM

IX. EXHIBIT A – Home Improvement Form

Submit Applications to:
Arrowood Master Association
c/o Avalon Management
3618 Ocean Ranch Blvd
Oceanside, Ca 92056
(760) 481-7444

Name: _____

Address: _____

Email Address: _____

Phone: _____

Signature: _____

SUBMITTAL CHECK LIST: (Please include the following)

- _____ Home Improvement Form (Exhibit A)
- _____ Impacted Neighbors on Statement (Exhibit B)
- _____ 2 Sets of drawings which must include details of size (dimensions), design, color and materials. Location of drains must be included on drawings.
- _____ Payment, if applicable, for Landscape Architect Firm Review (see payment schedule page 5) There will be NO fee if reviewed by the DRC. Payments should be made payable to Arrowood Master Association.
- _____ Names of plants should include the common name and not Latin Names

PROJECT BEING SUBMITTED: (please check appropriate items)

ARCHITECTURAL

- _____ Awnings
- _____ Deck (wood)
- _____ Gazebo
- _____ Green House
- _____ Patio Cover
- _____ Patio Slab
- _____ Painting
- _____ Rain Gutters
- _____ Solarium
- _____ Addition/Extension
- _____ ADU/JADU
- _____ Other: _____

LANDSCAPE/HARDSCAPE

- _____ Landscape:
 - _____ Front
 - _____ Rear
 - _____ Trees (type/location)
- _____ Hardscape Only
- _____ Fence(s)/Walls:
 - _____ Front
 - _____ Rear
 - _____ Retaining
- _____ Drains

EQUIPMENT

- _____ Air Conditioner
- _____ Built-In Barbecue
- _____ Lighting
- _____ Pool & Equipment
- _____ Spa & Equipment
- _____ Swingset/Playhouse
- _____ Waterfall/Fountain

OTHER

FOR COMMITTEE USE ONLY

The Design Review Committee (DRC) has determined that the above submittal is:

_____ Approved _____ Approved with Conditions _____ Disapproved as submitted

COMMENTS:

ARROWOOD MASTER ASSOCIATION

X. NEIGHBORHOOD NOTIFICATION

It is the intent of the Committee to consult neighbors on any Improvements which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular Improvement shall only be advisory and shall not be binding in any way on the Committee's decision.

Definitions: Facing Neighbor; Adjacent Neighbor and Impacted Neighbor.

Facing Neighbor: Means the tree (3) Lots directly across the street.

Adjacent Neighbor: Means all Lots with adjoining property lines to the Lot/Unit in question.

Impacted Neighbor: Means all Lots immediately surrounding the area which would be affected by the construction of any Improvement.

Improvements Requiring Notification:

Any exterior Improvements may impact the neighbors in the community.

Statement:

The Impacted Neighbor Statement (Exhibit B) must be provided to the Committee to verify the neighbors have been notified about the proposed Improvements.

ARROWOOD MASTER ASSOCIATION

XI. EXHIBIT B - Impacted Neighbor Notification Statement

IMPACTED NEIGHBOR NOTIFICATION STATEMENT

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

Impacted Neighbor (Rear)	
Name _____	Phone _____
Address _____	
Signature _____	Date _____

Impacted Neighbor (Rear)	
Name _____	Phone _____
Address _____	
Signature _____	Date _____

Common Area or Back Yard - Rear of Home

Adjacent Neighbor (Left)	
Name _____	Phone _____
Address _____	
Signature _____	Date _____



Adjacent Neighbor (Right)	
Name _____	Phone _____
Address _____	
Signature _____	Date _____

Your Street - Front of Home (If front yard or front of home is altered)

Facing Neighbor	
Name _____	Phone _____
Address _____	
Signature _____	Date _____

Facing Neighbor	
Name _____	Phone _____
Address _____	
Signature _____	Date _____

Facing Neighbor	
Name _____	Phone _____
Address _____	
Signature _____	Date _____

My neighbors have seen the plans I am submitting for approval (see above verification). If any neighbor has a concern, they should notify Avalon Management in writing. Please note that neighbor objections do not in themselves cause denial of the plans, however, those concerns may be considered by the reviewing party.

SUBMITTED BY: Name: _____ Date: _____

Address: _____

ARROWOOD MASTER ASSOCIATION

XII. EXHIBIT C – Notice of Completion

NOTICE OF COMPLETION

Notice is hereby given that: _____

the undersigned is the Owner(s) of the property located at:

(Street & Number)

(City)

Description of Completed Work:

The work of Improvement on the described property was COMPLETED on the _____ day of _____, 20____ in accordance with the written approval of the above Owner's plans and submitted package. Enclosed are pictures of the completed project.

Signature of Owner: _____

Date: _____