

The Glen of Pacific Grove Homeowners Association

Regency Management Group
24571 Silver Cloud Court, Suite 101
Monterey, CA 93940
(831) 647-2442
Fax (831) 647-2441

REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW

Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Each of The Glen of Pacific Grove Homeowners Association's homeowners is subject to these restrictions. City or County approvals and permits may be required but do not constitute approval of The Glen of Pacific Grove Homeowners Association. Improvement work may not commence without written approval of the Homeowners Association. Please submit plans anticipating up to 30 days for review and comment by the Architectural Committee. Unauthorized Improvements are subject to removal at owner's expense.

NAME _____ UNIT # _____

PROPERTY ADDRESS _____

MAILING ADDRESS (if different) _____

HOME PHONE _____ WORK PHONE _____ FAX # _____

Proposed Start Date: _____ Finish Date: _____

CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

HOME IMPROVEMENTS: EXTERIOR

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Structural Addition | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Fence Addition | <input type="checkbox"/> Deck/Patio |
| <input type="checkbox"/> Retaining Walls | <input type="checkbox"/> Trellis | <input type="checkbox"/> Lighting | <input type="checkbox"/> Skylights |
| <input type="checkbox"/> Solar panels | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Antennae | <input type="checkbox"/> Windows/Doors |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Mailbox enclosure | <input type="checkbox"/> Sculptures | <input type="checkbox"/> Garage doors |
| <input type="checkbox"/> Gates | <input type="checkbox"/> Lot line adjustments | <input type="checkbox"/> Other (specify) | |

HOME IMPROVEMENTS: INTERIOR

- | | | | | |
|-------------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Flooring | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Shared Walls | <input type="checkbox"/> Structural |
|-------------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|-------------------------------------|

LANDSCAPE IMPROVEMENTS:

- | | | | | |
|---|---|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> FRONT YARD | <input type="checkbox"/> BACK YARD | <input type="checkbox"/> SIDE YARD | | |
| <input type="checkbox"/> New Landscape | <input type="checkbox"/> Tree addition | <input type="checkbox"/> Tree removal | <input type="checkbox"/> Arbors/vines | <input type="checkbox"/> Hardscape |
| <input type="checkbox"/> Landscape lights | <input type="checkbox"/> Water features | <input type="checkbox"/> Other (specify) | | |

The Applicant is responsible for assuring that the improvements authorized by the Association are located within the Applicant's property.

ALL OTHER IMPROVEMENTS:

1. Submit your completed forms, scale drawings, and plot plans if required, to: Regency Management Group, 24571 Silver Cloud Court #101, Monterey, CA 93940 or via email lcunningham@regencymg.com.
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc.) The Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner the 30 days approval time frame will suspend and then resume with receipt of additional information. Until all information is submitted, the application will be deemed to be incomplete, and the application will stand unapproved.
4. Depending on the improvement, the Association may solicit input from your neighbors regarding your submission and consider their input as part of the review process.
5. PLEASE NOTE: The City or County may require approval of certain types of improvements. You may be required to get permits and other conditions may apply. The owner is solely responsible for fulfilling any municipal requirements.

The Glen of Pacific Grove Homeowners Association

(continued)

DESCRIBE YOUR IMPROVEMENT IN DETAIL:

WHO IS YOUR CONTRACTOR?

- I'm performing the work myself.
- My general contractor is: _____
- My landscape contractor is: _____

The homeowner is the "person responsible" for damage to The Glen of Pacific Grove Homeowners Association common areas caused by himself or by his contractor while completing these improvements. By submitting this application, I acknowledge responsibility for damage to the common areas by contractors entering The Glen of Pacific Grove Homeowners Association property at my invitation.

OWNER SIGNATURE _____ DATE _____

For Association Use Only:

Property Address: _____

Committee Member Name: _____ Date: _____

- Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

Management Company Instructions:

- Send response to owner based on Committee input noted above
- Send hearing letter regarding unauthorized installation.
- Notify owner to cease work.
- Send notice of completion