

Dear Homeowner:

The architectural committee meets periodically to consider architectural applications. Their next meeting is scheduled for \_\_\_\_\_. Management must receive your completed architectural package no later than 48 hours before this meeting, to be reviewed.

The Association has developed specifications for the following items. These specifications can be obtained from management and must be submitted with your application.

Garage Door	Garage Door Vents
Gates - Patio	Golf Ball Netting
Patio Cover	Patio Extension
Patio Sun Shade	Skylight
Upper Deck Conversion	

If your modification is not listed, you must provide and submit detailed plans and/or photographs for consideration by the Architectural Committee.

Please make sure the following items are included or your plans will be returned, unapproved.

1. Signed Application
2. Signed General Conditions
3. Completed Contractor ID form.
4. Association Specifications (signed by you) or detailed plans or photographs of the modification including samples of material to be used and color.
5. Floor plan of your home showing location of the modification(s).
6. Applicable refundable damage deposit.

Thank you for your attention to these details. Should you have any questions, please don't hesitate to contact my assistant Brenda or me.

Sincerely,

Carl McCullough  
Association Manager

**GENERAL CONDITIONS:**

1. Woodhaven Country Club Homeowners Association (HOA) Architectural Committee (AC) approvals does not constitute waiver of any requirements required by applicable governmental agencies.
2. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications, and HOA assumes no responsibility for such. The function of the Architectural Committee is to review submittals as to aesthetics. All technical and engineering matters are the responsibility of the unit owner.
3. An oversight of a Covenant, Condition or Restriction, or a Committee policy does not constitute a waiver of the rule and therefore, must be corrected upon notice.
4. Homeowner assumes all responsibility to correct damages done to common area by equipment used to accomplish architectural variance in a timely manner.
5. Homeowner acknowledges that all approved changes in the original design will be at homeowners expense; that any and all damage to relocation of existing sprinkler systems, underground utilities, building structure, and exterior landscaping or other damage resulting from the construction of the proposed improvement shall be at homeowners expense.
6. Homeowner agrees that if removal of original irrigation system is necessitated by homeowner modification, that homeowner is responsible for restoring the irrigation to original condition to service the surrounding common area as well as restricted common area.
7. Any damage to HOA common area will be replaced or repaired by a HOA subcontractor. All applicable charges for restoration will be charged back to the homeowner by HOA and is due and payable within 30 days from notification or assessment of penalties.
8. Streets may not be obstructed with objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to dumpsters, sand and building materials may not be stored on streets, sidewalks, driveways, or common area without specific approval.
9. Association dumpsters are not to be used for trash other than household trash. Building materials are to be dumped outside of Woodhaven property. Area is to be kept clean and debris is to be picked up nightly.
10. Building permits may be required for certain improvements from the City of Palm Desert and are the responsibility of the homeowner to obtain. A copy of the permit must be submitted to and received by the Association prior to commencement of work.
11. Inspections may be required by the City of Palm Desert and it is the homeowner's responsibility thereof.
12. A copy of the final inspection, if required, is to be submitted to the Association.
13. Approval of plans is not authorization to proceed with improvements on any property other than that specified on the application.
14. Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the City of Palm Desert or County of Riverside. The review is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage.
15. Homeowner agrees to use only licensed and insured or bonded contractors for completion of work and to hold association harmless should workers be hurt in common area or in homeowners home.
16. Any maintenance of the permitted improvements shall be at the homeowners expense and the homeowner agrees to hold Woodhaven Country Club Homeowners Association harmless from any and all liability, damage and/or loss resulting from the construction or performance of the herein said proposed modifications/additions, whether or not, pursuant to approved plans drawings, and or specifications.
17. A fine may be imposed for violation of one or more of these General Conditions.

Homeowner Signature \_\_\_\_\_ Date\_\_\_\_\_



## WOODHAVEN C.C. HOMEOWNERS ASSOCIATION ARCHITECTURAL APPLICATION

Committee Action:

\_\_\_\_\_   
Date Application Received

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

\_\_\_\_\_   
Committee Member

\_\_\_\_\_   
Committee Member

\_\_\_\_\_   
Committee Member

\_\_\_\_\_   
Committee Member

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the request is disapproved (denied), you have the option of appealing directly to the Board of Directors in Accordance with Article XIII, Section 4, of the CC&R's.

Final Inspection: By: \_\_\_\_\_   
Committee Member

By: \_\_\_\_\_   
HOA, General Contractor

Landscape Company Inspection: By: \_\_\_\_\_   
(Signature required for patio Landscape Company, Signature   
extensions)

Comments regarding Final Inspection: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorization to Release Refundable Deposit:

By: \_\_\_\_\_   
Committee Member

By: \_\_\_\_\_   
HOA, General Contractor

## CONTRACTOR IDENTIFICATION FORM

Name of Business: \_\_\_\_\_

*\*Note: All Bids, Contracts and Invoices to be in this name.*

Principal: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Type of business (Check one):      Inc.: \_\_\_ Partnership: \_\_\_ Individual: \_\_\_

Federal Tax I.D. No.: \_\_\_\_\_ State Contractors License No.: \_\_\_\_\_

Type: \_\_\_\_\_ Renewal Date: \_\_\_\_\_ Verification Phone No. 1-800-321-3752

Contractor Bond Co.: \_\_\_\_\_ Bond No.: \_\_\_\_\_

Bond Verification Phone No.: \_\_\_\_\_

Contractor uses (Check one): Employees: \_\_\_\_\_ Independent Contractors: \_\_\_\_\_

General Liability Insurance Company: \_\_\_\_\_

Amount of General Liability: \$ \_\_\_\_\_ Policy No.: \_\_\_\_\_

Liability Insurance Company Verification Phone No.: \_\_\_\_\_

**\*\*Note:      *If Contractor uses independent contractors, individual policies must be provided or an additional endorsement showing independent contractors covered by contractor's general liability policy.***

Workmen's Compensation Insurance Company: \_\_\_\_\_

Policy No.: \_\_\_\_\_ Verification Phone No.: \_\_\_\_\_

Commercial Truck Insurance Company: \_\_\_\_\_

Amount of Policy: \$ \_\_\_\_\_ Policy No.: \_\_\_\_\_

Verification Phone Number: \_\_\_\_\_

City Licenses:      City: \_\_\_\_\_      No.: \_\_\_\_\_

                                 City: \_\_\_\_\_      No.: \_\_\_\_\_

                                 City: \_\_\_\_\_      No.: \_\_\_\_\_

Professional Organizations (List): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* \* \* \* \*

Principal certifies that information on this form is accurate and current as of this date.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Any significant change to the above information should be reported immediately after change.**