

IRONWOOD OWNERS ASSOCIATION XII

ARCHITECTURAL GUIDELINES CHECKLIST

THE ARCHITECTURAL COMMITTEE HAS THIRTY (30) DAYS FROM DATE OF SUBMITTAL TO RESPOND TO HOMEOWNER REQUESTS FOR APPROVAL. THE CLOCK BEGINS WHEN THE SUBMITTAL REQUEST IS COMPLETE AND THE FOLLOWING CHECKLIST HAS BEEN DEVELOPED TO ASSIST HOMEOWNERS IN THE ARCHITECTURAL REVIEW PROCESS. UNTIL ALL ITEMS REQUESTED HAVE BEEN PROVIDED TO THE ARCHITECTURAL COMMITTEE, THE THIRTY-DAY REVIEW PERIOD WILL NOT BEGIN. UNDER NO CIRCUMSTANCES ARE HOMEOWNERS TO BEGIN EXTERIOR MODIFICATIONS TO THEIR RESIDENCE WITHOUT PRIOR WRITTEN APPROVAL. THIS CONSTITUTES A FORMAL LETTER OF APPROVAL BY THE ASSOCIATION ARCHITECTURAL COMMITTEE TO DRAW THE PERMIT.

When reviewing the Ironwood Owners Association XII Architectural Guidelines please read the Introduction section. The general design and modification criteria will answer many of your questions. The review procedure is of great importance. Take the time to confirm you have all the information required for your submittal to save you the time and expense of resubmitting your request.

SUBMIT TWO (2) COMPLETE SETS OF PLANS CONTAINING THE FOLLOWING:

- Complete description of the proposed improvement(s) including floor plans.
- Existing and proposed elevations – Note: proposed elevations must be consistent with existing overhang(s), window or door style and must be contained within your property line.
- Proposed construction materials and colors – Note: proposed stucco finish and color must match existing structure.
- Plot plan showing location of proposed construction with respect to the property line – Note: this will require a survey because the location and orientation of your unit is unique and could interfere with a view corridor for your neighbors.
- Planting plan and description of proposed new landscaping – Note: You will be required to contact the Association's landscape contractor to coordinate these modifications or improvements since it may affect common area landscape and irrigation. Many times owners turn off irrigation not realizing the damage caused to the common area for which they will be held responsible. A tree request form is enclosed for your convenience.
- Roofing additions –. The Association may require a roof inspection following modification at the owners' expense. If roof area is added, the owner shall pay a one-time fee equal to \$10.00 per square foot of the roof area added. This \$10.00 per square foot fee may be adjusted annually to reflect the percentage change in the CPI.

After all of the above requirements have been met you may submit the Request for Improvements in addition to the following:

- A check in the amount of \$ 1,000.00 - \$ 2,000.00 depending on the complexity of the request payable to Ironwood Owners Association XII as a refundable construction deposit.
- A check in the amount of \$ 50.00 - \$ 250.00, depending on the complexity of request, payable to Desert Resort Management.
- A check in the amount of \$ 300.00 may also be requested if the Architectural Committee deems it necessary to have the plans reviewed by an architect.

**IRONWOOD OWNERS ASSOCIATION XII
ARCHITECTURAL/NON ARCHITECTURAL MODIFICATION REQUEST
APPLICATION**

NAME: _____ **DATE:** _____

PROPERTY ADDRESS: _____

LOCAL PHONE #: _____

OTHER PHONE #: _____

MAILING ADDRESS: _____

MODIFICATION REQUESTED: _____

(Please provide a complete narrative)

Hand drawn sketches may be acceptable for simple modifications; the more involved a modification, the more professional the plans need to be. In the case of structural modifications, an architect or other professional must prepare the plans. An elevation drawing should be included, where applicable. In the absences of detailed drawings, and/or if the Committee deems it necessary, a fee may be required to pay a consulting architect to review your modification request. If so engaged, a fee of up to \$300.00 may be charged to the applicant and will be withheld from the construction deposit if not paid.

Approval is requested for the above modification in accordance with the plans attached. We have attached two (2) complete sets of plans, detailing the work to be done, a plot plan showing the location on the lot of the building and walls of the proposed structure, and a complete description of the materials to be used. In addition, copies of the Contractor's License and proposed contractor(s) are attached. Upon approval of this application and prior to the commencement of the improvement, a certificate of liability insurance will be provided, naming the Association as an additional insured.

We understand that building permits for home improvements are required by the City of Palm Desert, and the cost of the permits, the responsibility for obtaining the permits, and subsequent inspections, will be paid for by us, the applicant. The Association has no responsibility whatsoever in achieving compliance with newer building codes, which apply as a result of owner prompted modifications.

We also understand that we will be responsible for the costs of this modification, and any and all damage which may occur to any common area property, including, but not limited to, sprinkler systems, water line, utilities, buildings, lawns, plants, trees, and existing drainage areas, will be corrected at our expense. We agree to pay Desert Resort Management an application fee of \$50.00 to \$250.00 depending upon the complexity of the request with the submittal of this application. If required, we agree to pay \$300.00 payable to Ironwood Owners Association XII to pay for the cost of architectural review of these plans. We further understand that there is a refundable construction deposit in the amount of \$1,000 to \$2,000 for additions/modifications to the unit depending on the complexity of the modification and \$1,000 for simple patio/wall/landscape additions/modifications payable to Ironwood Owners Association XII. We further agree that our deposit can be utilized to offset any association costs related with our application. If there are no pertinent charges, our deposit or the remaining portion thereof will be refunded in full when the work is completed and has been accepted by the Association.

We agree the modifications will be completed within 90 days. Applicant agrees to notify the Association upon completion of the project. The Architectural Committee may inspect the project prior to refunding the construction deposit.

Signature of all Owners:

SIGNATURE: _____

SIGNATURE: _____

IRONWOOD OWNERS ASSOCIATION XII
ADJACENT NEIGHBOR NOTIFICATION FORM

DATE: _____

TO HOMEOWNER:

ADDRESS: _____

Dear: _____

As your Ironwood neighbor(s)

located at _____

we are proposing a remodel/variance at our residence. Attached is a copy of the proposed plan and specifications.

The Ironwood Owners Association XII Architectural Guidelines require a written review and consent from adjacent neighbors, before the Architectural Review Committee can rule on the changes.

If you have any questions please contact me at _____

Thank you,

Requesting Homeowner Signature

We have reviewed the attached plans and submit the following comments:

Print Name

Print Name

Signature

Signature

Date

Date

IRONWOOD OWNERS ASSOCIATION XII

TREE REMOVAL/REPLACEMENT REQUEST

THE FOLLOWING POLICY HAS BEEN ADOPTED BY THE BOARD OF DIRECTORS FOR TREE REMOVAL OR TREE REPLACEMENT.

1. THE REQUEST MUST BE IN WRITING.
2. THE REQUEST MUST BE APPROVED BY NEIGHBORS ON EACH SIDE OF YOUR UNIT OR ANY NEIGHBOR DIRECTLY AFFECTED BY THE TREE REMOVAL.
3. IF THE TREE IS NOT PRESENTING A HAZARD TO PROPERTY OR PERSON THE TREE WILL BE REMOVED AT THE OWNERS EXPENSE AND WILL NOT BE REPLACED BY THE ASSOCIATION.
4. THE ASSOCIATION'S ARCHITECTURAL CONTROL COMMITTEE MUST APPROVE REMOVAL.

NAME: _____
PRINT SIGNATURE

ADDRESS: _____

PHONE NUMBER: _____

KIND OF TREE TO BE REMOVED/REPLACED: _____

LOCATION OF TREE: _____

REASON FOR REMOVAL/REPLACEMENT: _____

I, BEING THE NEIGHBOR OF THE ABOVE REFERENCED IRONWOOD OWNERS ASSOCIATION XII HOMEOWNER, DO HEREBY CONSENT TO HAVING THE ABOVE DESIGNATED TREE REMOVED.

NEIGHBORS:

NAME: _____
PRINT SIGNATURE

ADDRESS: _____

PHONE NUMBER: _____

NAME: _____
PRINT SIGNATURE

ADDRESS: _____

PHONE NUMBER: _____

NAME: _____
PRINT SIGNATURE

ADDRESS: _____

PHONE NUMBER: _____

SEND THE REQUEST TO: IRONWOOD OWNERS ASSOCIATION XII
C/O DESERT RESORT MANAGEMENT, 42635 Melanie Place, Suite 103
PALM DESERT, CALIFORNIA 92211

IRONWOOD OWNERS ASSOCIATION XII

NOTICE OF INTENT TO INSTALL
SMALL SATELLITE DISH
(Not to exceed 18" diameter)

The undersigned does hereby notify the Ironwood Owners Association XII that he/she intends to install a small satellite dish at their property located at the following address:

Approximate installation date: _____

The undersigned further acknowledges that installation of said dish will not result in the dish or any cable wires being visible from the street, or interfere with a neighbors view, privacy, etc.

The undersigned further agrees that in the event the dish or any cable emanating therefrom becomes visible from the street, he/she agrees to modify the location of the satellite dish so that it may not be viewed from the street.

Dated: _____

Neighbor's Consent

(Print name)

(Signature)

(Print name)

(Signature)

Please return this form to:
Desert Resort Management
42635 Melanie Place, Suite 103
Palm Desert, CA 92211