

ARCHITECTURAL GUIDELINES



IRONWOOD OWNERS ASSOCIATION IV

“ If this document contains any restrictions based on race, color, religion, sex, familial status, marital status, disability, national origin, or ancestry, that restriction violates State and Federal Fair Housing Laws and is void. Any person holding an interest in this property may request that the county recorder remove the restrictive covenant language pursuant to subdivision (C) of Section 12956.1 of the government Code. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.”

**IRONWOOD OWNERS ASSOCIATION IV
APPLICATION PROCEDURE AND GUIDELINES
ARCHITECTURAL AND NON-ARCHITECTURAL MODIFICATION REQUEST**

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. 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.

THE BASIC RULE IS THAT NOTHING CAN BE DONE TO THE OUTSIDE OF YOUR UNIT WITHOUT THE APPROVAL OF THE ARCHITECTURAL COMMITTEE.

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.
- Name, Address, telephone number and State Contractors License Number of the contractor doing the work.

SUBMIT A SIGNED "ADJACENT NEIGHBOR NOTIFICATION FORM"

COMPLETE THE APPLICATION FORM AND SUBMIT THE FOLLOWING CHECKS ALONG WITH IT:

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 \$ 50.00 for simple modifications; \$100.00 for more complex requests payable to Desert Resort Management (Application Fee)
- A check in the amount of \$1,000.00 payable to Ironwood Owners Association IV as a refundable construction deposit.
- A check in the amount of \$ 300.00 may be requested if the Architectural Committee deems it necessary to have the plans reviewed by an architect.

THE COMPLETED FORMS, ALONG WITH PLANS AND FUNDS, SHOULD BE SENT TO:

**IRONWOOD OWNERS ASSOCIATION IV
C/O DESERT RESORT MANAGEMENT
P.O. BOX 14387
PALM DESERT, CA 92255-4387**

OR

**42635 MELANIE PLACE, SUITE 103
PALM DESERT, CA 92211**

ONCE A LETTER OF APPROVAL HAS BEEN RECEIVED, IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN A BUILDING PERMIT. THE ASSOCIATION WISHES TO EMPHASIZE THAT APPROVAL GENERALLY PERTAINS TO COLOR AND APPEARANCE ONLY AND DOES NOT RELIEVE THE OWNER FROM THE RESPONSIBILITY OF OBTAINING CITY APPROVAL OF STRUCTURAL MATTERS OR OTHER BUILDING CODE ITEMS.

Should you have additional questions, please refer to your CC&R's or contact Desert Resort Management.

**IRONWOOD OWNERS ASSOCIATION IV
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 absence 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 must 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 understand there is an application fee of \$50.00 to \$100.00 depending on the complexity of the request payable to Desert Resort Management. We further understand that there is a refundable construction deposit in the amount of \$1,000 for additions/modifications payable to Ironwood Owners Association IV. 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.

Signature of all Owners:

SIGNATURE: _____

SIGNATURE: _____

IRONWOOD OWNERS ASSOCIATION IV

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 IV Architectural Guidelines require approval and/or disapproval 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 IV
C/O Desert Resort Management
P.O. Box 14387
Palm Desert, CA 92255-4387
(760) 346-1161

REQUEST FOR ARCHITECTURAL APPROVAL – GARAGE DOOR

Property Address: _____ Date: _____

Mailing Address: _____

Architectural Modification Requested: Garage Door Replacement - Replacement door must be painted to match exactly existing door and trim color

We are requesting your approval of the proposed architectural modifications described above. Attached are the drawings of the work to be done and the types of materials to be used. We understand that the City of Palm Desert requires building permits for home improvements, and that the cost of the permits and the responsibility of obtaining permits and subsequent inspections will be borne by the applicant.

We acknowledge that all approved modifications in the original design of the property will be at our expense; that any damage to or relocation of existing irrigation systems, underground utilities, building structure and exterior landscaping or other damage resulting from the construction of the above described proposed modifications shall be at our expense; and the maintenance of the proposed modifications shall be at our expense.

We also acknowledge that the construction of the requested and approved modifications must begin within Thirty Days (30 days) of our receipt of written approval, and that said approved modifications must be completed within Sixty days (60 days) of receipt of written approval. Failure to comply with these or any of the above specifications, or outlined specifications within the Association's governing documents will result in the nullification of this document and subsequent approval thereof.

(Owner's Signature)

(Print Owner's Name)

------(Cut Here)-----

The above requested modification has been reviewed by the Architectural Committee, and has been:

Approved

Rejected

COMMENTS: Approved by The Board of Directors and Architectural Committee

Date Reviewed: _____

To the Applicant:
Please mail this application to:

APPROVED BY: (must have 2 signatures)

Ironwood Owners Association IV
C/O Desert Resort Management
P.O. Box 14387
Palm Desert, CA 92255-4387

IRONWOOD OWNERS ASSOCIATION IV

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

The undersigned does hereby notify the Ironwood Owners Association IV 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

IRONWOOD OWNERS ASSOCIATION IV

TREE REMOVAL REQUEST

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

1. THE REQUEST MUST BE IN WRITING
2. THE REQUEST MUST BE APPROVED BY NEIGHBORS ON EACH SIDE OF YOUR UNIT OR ANY NEIGHBOR 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 BOARD OF DIRECTORS MUST APPROVE THE REMOVAL.

NAME: _____
PRINT SIGNATURE

ADDRESS: _____

PHONE NUMBER: _____

KIND OF TREE TO BE REMOVED: _____

LOCATION OF TREE: _____

REASON FOR REMOVAL: _____

I, BEING THE NEIGHBOR OF THE ABOVE REFERENCED IRONWOOD OWNERS ASSOCIATION IV 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 IV
C/O DESERT RESORT MANAGEMENT, 42635 MELANIE PLACE, SUITE 103
PALM DESERT, CALIFORNIA 92211

Rules for Contractors Working within Ironwood Country Club

These rules listed below are for your information. It is very important that Contractors and Homeowners are familiar with and comply with these rules. The ordinances and regulations, as dictated by the City of Palm Desert, require your compliance.

Recognized Workable Hours

<u>DATES</u>	<u>COMMENCE</u>	<u>CONCLUDE</u>
October 1 – April 30	7:00 a.m.	5:30 p.m.
May 1 – September 30	6:00 a.m.	7:00 p.m.
Saturdays (year-round)	8:00 a.m.	5:00 p.m.
Sundays (year-round)	No work allowed	
Holidays (see list)	No work allowed	
Memorial Day	No work allowed	
Labor Day	No work allowed	
Thanksgiving	No work allowed	
Christmas	No work allowed	
New Years	No work allowed	

General Rules & Job Site Requirements

- a) Debris at job site will be kept at an absolute minimum,
- b) Three (3) cones will be placed by every Dumpster (when on the street):
 - 1 at each end of the dumpster,
 - 1 in the middle,
- c) No commercial vehicles left on property after normal working hours,
NO EXCEPTIONS.
- d) No workers living in remodel locations,
- e) Contractors must submit list of: Sub-Contractors with Contractor & Business licenses, duration of job time, Certificate of Insurance for liability and Worker's Compensation and extensions, if required, to the Main Gate personnel,
- f) Parking permitted at job-site only as not to restrict Homeowners from freely entering or leaving their property,
- g) Parking of vehicles at job-site is restricted to one (1) side of the street, so as not to interfere with normal traffic and emergency vehicles. No commercial vehicles are to park on any street corners, which might obstruct visibility of on-coming traffic,
- h) All contractors, prior to starting work are to provide a copy of the Certificate of Insurance for liability and Worker's Compensation and their Contractor's License to the appropriate Ironwood Owners Association office and/or Desert Resort Management, 42635 Melanie Place, Suite 103, Palm Desert, CA. 92211,
- i) Contractors, sub-contractors and employees driving to the job site must have a current California Driver's License, and will submit copy if required, to the Main Gate,
- j) All individuals who are not employees of the Contractors or Sub-Contractors are not allowed on the job sites.

Please understand that these Rules and Regulations are subject to change. They are in place for the safety and enjoyment of our community.