



MARQUEE

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PARK PLACE H.O.A.

TO: All Marquee Park Place Homeowners
FROM: Marquee Park Place HOA Board of Directors
REF: Summary of Architectural Control Procedures

Dear Association Member:

The California Civil Code requires the Association to publish a notice annually that describes the types of architectural changes that require Association approval. This Summary of Architectural Control Procedures has been prepared for that purpose. This is only a summary and owners are therefore requested to refer to the CC&R's and to the Association's Project Handbook and Architectural Guidelines for additional architectural improvement related information. If you have questions about whether there are any standard guidelines or requirements for the type of improvement you would like to make, please contact management *before* you start work.

A. No Improvements without Prior Approval. No improvements of any kind whatsoever shall be commenced, erected, placed or altered upon or around any Residential Unit or any Exclusive Use Common Area until the Owner has submitted complete plans and specifications showing the nature, kind, shape, height and materials, including color and any other requirements set forth in the Architectural Guidelines ("Plans and Specifications"), have been submitted to and approved in writing by the Architectural Committee as provided in Section 10.8. (CC&R's Article 10, Section 10.7).

B. Outside Consultant. In addition to Architectural Committee approval, the Architectural Committee shall not approve any Plans and Specifications without first submitting such Plans and Specifications to an architect, landscape architect, engineer or other consultants as deemed appropriate in the determination of the Architectural Committee based on the nature of the proposed Improvements (CC&R's Article 10, Section 10.7).

C. Submission Procedures/Plan Requirements. An Owner's architectural application shall be submitted only on the Association's Home Improvement Form. The completed Home Improvement Form, three (3) copies of the Owner's plans and specifications, and the completed Neighbor Awareness form shall be submitted only to the Association's management agent, Action Property Management, Inc., and not to any Association Director, Officer, or Committee member. The plans and specifications shall show the nature, kind, shape, color, size, materials, and location of the proposed improvements or alterations. The Committee may require such detail in plans and specifications submitted for its review as it deems proper, including without limitation, floor plans, site plans, drainage plans, elevation drawings, and description or samples of exterior materials or colors. Until the Committee receives all required plans and specifications, the application is not deemed complete, the Committee may postpone review of the application, and the 30-60 day period within which the Committee must notify the applicant of its decision does not commence. Per Architectural Guidelines, page 18.

Marquee Park Place Homeowners Association
Architectural Control Procedures
Page 2

D. Approval Criteria. Approval shall be based, among other things, on adequacy of site dimensions, adequacy of structural design and material, improvements, operations and uses, preservation of aesthetic beauty; and conformity of the plans and specifications to the purpose and general plan and intent of the CC&R's. The Architectural Committee is composed of volunteers and will not review applications to ensure compliance with building codes, or other local or state laws. The homeowner submitting plans shall have the duty to obtain any necessary building permits from the governmental agencies involved to ensure compliance with these codes. Any violations of these ordinances will be the responsibility of the homeowner to correct. (CC&R's Article 10, Section 10.7).

F. Decision Timing. The Architectural Committee will review the Submittal Package and will provide written notification of approval, approval with conditions, or disapproval of the proposed modifications to the Property Management Company. The Property Management Company will then provide written notice of the actions taken by the Architectural Committee within thirty (30) days but not more than sixty (60) days from the receipt of the Submittal Package along with one (1) set of the Submittal Package, appropriately marked with the Architectural Committee's action. If an Owner fails to receive notice of the action by the Architectural Committee within the sixty (60) day period, then the Owner shall have the right to deliver a reminder notice to the Architectural Committee and Property Management Company. If the Owner fails to receive a response within fifteen (15) days after delivery of the Owner's reminder notice to the Architectural Committee and the Property Management Company, the Submittal Package will be deemed disapproved. Per Architectural Guidelines, page 18.

G. Disapproval/Request for Reconsideration. If plans and specifications submitted to the Architectural Committee are disapproved, the applicant shall be advised in writing of the reason(s) for the denial and of the applicant's ability to request reconsideration by the Board of Directors. The applicant may submit a request to the Board of Directors to reconsider the Architectural Committee's denial at an open meeting, or the applicant may request the matter to be heard in an executive session meeting of the Board of Directors. The request for reconsideration shall be in writing, shall be addressed to the Board of Directors of the Association, shall be delivered to the Association's managing agent, Action Property Management, Inc., and must be received by the Association's managing agent not more than fifteen (15) days following delivery to the applicant of the Architectural Committee's notice of disapproval. The term "delivery" as used herein is defined in Civil Code Section 1350.7.

H. Board Decision on Request for Reconsideration. Notice of the date, time, and location of the Board of Directors meeting at which the applicant's request for reconsideration shall be heard shall be delivered to the applicant at least ten (10) days prior to the meeting. The Board of Directors shall render its decision on the request for reconsideration within forty-five (45) days following the Association's managing agent's receipt of the request for reconsideration, and the Board shall transmit its decision to the Owner within fifteen (15) days after its decision; provided, however, if no written decision is provided to the Owner within fifteen (15) days after the hearing, the request for reconsideration shall be deemed denied and the Architectural Committee's decision shall be deemed affirmed. In no event will a request for reconsideration be deemed approved based upon the passage or lapse of time; any approval must be by affirmative written action of the Board of Directors to be effective. The Board of Directors shall uphold the Architectural Committee's disapproval if the Board of Directors determines that the Architectural Committee acted within its authority under the Declaration and the Architectural Guidelines and otherwise acted in a manner the Board believes to be in the best interests of the community.