

HOME IMPROVEMENT APPLICATION  
HOMEOWNER'S NOTICE OF PROPOSED CHANGES



ASSOCIATION NAME: \_\_\_\_\_  
HOMEOWNER NAME: \_\_\_\_\_  
UNIT ADDRESS: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
PROJECT DESCRIPTION: \_\_\_\_\_

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

**REQUIRED FOR ALL APPLICATIONS: Submit 2 Copies of all Documents**  
\* Plan to scale with Application and Materials  
\* Current Color Photo of the home's front elevation and area of work

**TYPES OF IMPROVEMENTS**

- |   |  |
|---|--|
| <input type="checkbox"/> Additions or Remodeling  | <input type="checkbox"/> Greenhouse or Sunroom               |
| <input type="checkbox"/> Arbors or Trellis        | <input type="checkbox"/> Hardscape, Concrete, Pavers or Rock |
| <input type="checkbox"/> Artificial Turf          | <input type="checkbox"/> Landscaping, Plants, Trees, Bark    |
| <input type="checkbox"/> Decks or Patios          | <input type="checkbox"/> Other Not Listed                    |
| <input type="checkbox"/> Driveways or Walkways    | <input type="checkbox"/> Patio Cover Attached                |
| <input type="checkbox"/> Dog Runs                 | <input type="checkbox"/> Pool or Spa                         |
| <input type="checkbox"/> Fencing or Gates         | <input type="checkbox"/> Retaining Wall                      |
| <input type="checkbox"/> Garage or Exterior Doors | <input type="checkbox"/> Solar Panels                        |
| <input type="checkbox"/> Gazebos or Pergolas      |  |

**CONDOS**

- ☐ Carpet / Flooring  
☐ Remodeling  
☐ Windows / Doors

**Painting**

- ☐ Existing Colors  
☐ New Colors  
**See Paint Pallet for Color Selections if Available**

**When application is submitted the following documents should be included, but are not limited to:**

- |                                     |  |
|-------------------------------------|--|
| * Paint Pallet                      | * Brochures or Color Photos of Product   |
| * List of Materials                 | * Contractors Name/License if Applicable |
| * Design with dimensions            | * Plant/Tree Listing                     |
| * Location                          | * Drainage Specifications                |
| * <b>Neighbor Notification Form</b> | * Solar Specifications                   |

**If applicable, homeowners are required to obtain all necessary City Permits per City Code Compliance and must submit to management with all other required documents.**

**Contractors name license and insurance information must be provided when applicable**

**\*\* NO IMPROVEMENTS SHALL COMMENCE UNTIL WRITTEN APPROVAL IS RECEIVED \*\***

**All applications must be submitted with drawings, sketches, pictures etc. If the application is submitted incomplete it will be returned to be properly completed and resubmitted.  
A decision on an application may take up to 45 days from the date the application is processed.  
In consideration of your neighbors, please restrict the hours of construction to 8:00AM to 6:00PM.**

**PLEASE READ BEFORE SIGNING:** The undersigned acknowledges that if any work performed does not conform to the CC&Rs or the Architectural Design Guidelines, they will be liable for all costs to bring the work into compliance.  
**When the work is completed each owner must complete a Notice of Completion form along with photographs of the completed project and submit it to management.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Response to Homeowner:

\_\_\_\_\_ Approved as submitted \_\_\_\_\_ Denied - Homeowner may request an appeal

\_\_\_\_\_ Conditional approval with required conditions:

## NEIGHBOR NOTIFICATION FORM

Acknowledgement of all neighbors who will be affected by your alterations/improvements is required. To expedite the processing of your application, please show and explain your plans to all those neighbors who will be affected, and have them sign below.

**NEIGHBOR ACKNOWLEDGEMENT:** I have reviewed the application and plans of

\_\_\_\_\_, and I/we aware of their alterations and improvements.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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## ARCHITECTURAL APPLICATION INFORMATION

If you are planning on making improvements to the interior or exterior of your home, said improvements are not to begin without prior written approval from your Architectural Control Committee or your Board of Directors.

It is important to provide accurate and complete information. If you are changing or adding colors, please provide a sample of each color, as well as show where the color(s) will appear. Changes to the outside of the home; paint, windows, doors (or door color), exterior lights, garage doors, etc. must all be reviewed and approved before installation. Note that this also includes solar panels.

**Neighbor Notification** - Please share your plans with those neighbors who would most likely see the proposed improvement(s). They are not approving or disapproving the proposed changes, but acknowledging that they have seen the plans. In sharing your plans with your neighbors, you'll know if something is really objectionable before it gets to the Architecture Committee or Board.

*Neighbor notification is not required in all communities*

**HOA Review** - The Architecture Committee or Board of Directors will review the plans as quickly as possible. However, keep in mind both the committee and board are fellow owners like you. They have jobs, take vacations, and have other responsibilities in addition to the volunteer work on the committee or board. Do not start work on your project before receiving written approval from the Association.

The completed application package should include:

- Completed Architectural Application
- Two copies of a plan to scale – if applicable
- Paint color or stain samples – if applicable
- Neighbor Notification Form – if applicable
- **Application Fee – \$150.00 check made payable to Rollingwood Unit No. 6 (\$25 Processing fee with \$125 Refundable Deposit)**

Please submit the completed package to:

Community Association Management Services, Inc (CAMS)  
601 Commerce Drive, Ste. 150  
Roseville, CA 95678  
Tel: 916-771-8777