

Architectural Committee

NEIGHBOR NOTIFICATION POLICY

The Association desires to give neighbors an opportunity to be aware of and to comment upon any improvements which may materially impact their property. The Architectural Committee (and the Board of Directors if common area is affected) are vested with the sole authority and discretion to determine whether a proposed improvement is consistent with the architectural standards set forth in the Association's Declaration of Covenants, Conditions and Restrictions or any Association architectural guidelines.

This neighbor notification procedure is intended only as courtesy to neighbors and does not obligate the Architectural Committee to solicit or consider neighbor comments, and confers no rights or authority upon neighbors to approve or disapprove a proposed improvement. Neighbor comments respecting a particular improvement shall only be advisory and shall not be binding in any way on the Architectural Committee's decision. The Architectural Committee's failure to consider a neighbor's comments or failure to require an Owner to obtain a neighbor's signature on the Neighbor Awareness Statement shall not give rise to any right or cause of action, either express or implied, in favor of a neighbor to challenge the Architectural Committee's decision.

Definitions: The terms "Facing Neighbor," "Adjacent Neighbor," and "Impacted Neighbor" shall be defined as follows:

Facing Neighbor: Three (3) homes most directly across the street from the Applicant's home.

Adjacent Neighbor: Homes with adjoining property lines to the Applicant's home.

Impacted Neighbor: Any other homes in the immediate surrounding area which the Architectural Committee, in its sole discretion, determines may be materially impacted by the proposed improvement.

A completed Neighbor Awareness Statement must be provided to the Architectural Committee. The Committee members may verify that neighbors have been notified of the proposed improvements and have had an opportunity to review the plans.

If you are unable to personally meet with your neighbors and have them sign the Neighbor Awareness Statement, you may, in the alternative, mail the Neighbor Awareness Statement, together with a copy of the plans detailing the proposed improvement, to the such neighbors. You must mail the Neighbor Statement by both certified mail, return receipt requested, and first-class mail, and you must submit proof of mailing to the Architectural Committee.

BUTTERFIELD HOME OWNERS' ASSOCIATION

NEIGHBOR AWARENESS STATEMENT

I, _____ [applicant's name], hereby confirm that the undersigned neighbors have seen the Application for Architectural Approval and attachments which I am submitting for Architectural Committee approval. The undersigned neighbors and I understand that objections do not in and of themselves cause denial of proposed plans. The Architectural Committee may, however, consider neighbor comments submitted to the Committee in determining approval or disapproval of a proposed improvement.

NOTICE TO BUTTERFIELD HOME OWNERS' ASSOCIATION NEIGHBORS: If this Neighbor Awareness Statement is mailed to you, you must return the completed Statement to the Association's Architectural Committee, c/o Keystone Pacific Property Management, Inc., 16775 Von Karman Suite #100, Irvine, CA 92606, Attention: Architectural Administrator, within ten (10) days of the date the Neighbor Awareness Statement was mailed to you; otherwise, any objections or comments you may have to the proposed improvement may be deemed waived and may not be considered by the Architectural Committee in reviewing the proposed improvement.

FACING NEIGHBORS:

Print Name	Address	Signature	Date
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Comments: _____

Print Name	Address	Signature	Date
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Comments: _____

Print Name	Address	Signature	Date
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Comments: _____
