

**Exhibit A**

**BUTTERFIELD ESTATES HOMEOWNERS' ASSOCIATION  
Property Improvement Form**

Today's Date: \_\_\_\_\_ Property address: \_\_\_\_\_

Owner/Applicant's Name: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Type of work (Please check appropriate items):

**Architectural**

**Landscape**

**Equipment**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Deck              | <input type="checkbox"/> Landscape/Hardscape (circle one)                                  | <input type="checkbox"/> Play Equipment   |
| <input type="checkbox"/> Gazebo            | <input type="checkbox"/> Removal of Exist <input type="checkbox"/> New Install             | <input type="checkbox"/> Pool & Equipment |
| <input type="checkbox"/> Room Addition     | <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side | <input type="checkbox"/> Spa & Equipment  |
| <input type="checkbox"/> Patio Cover(s)    | <input type="checkbox"/> Irrigation / Drains (circle one)                                  | <input type="checkbox"/> Water Feature    |
| <input type="checkbox"/> Chimney           | <input type="checkbox"/> Fence(s) / Wall(s) / Gate(s) (circle one)                         | <input type="checkbox"/> Barbeque/Counter |
| <input type="checkbox"/> Painting          | <input type="checkbox"/> Front <input type="checkbox"/> Side                               | <input type="checkbox"/> Fire Pit         |
| <input type="checkbox"/> Garage Door       | <input type="checkbox"/> Rear <input type="checkbox"/> Retaining                           | <input type="checkbox"/> Lighting         |
| <input type="checkbox"/> Outdoor Fireplace | <input type="checkbox"/> Extension   | <input type="checkbox"/> Satellite Dish   |
| <input type="checkbox"/> Other: _____      |  | <input type="checkbox"/> Other: _____     |

**Attach the completed Neighbor Awareness Form and three (3) sets of plans and specifications, including elevations and cross-sections as needed to describe the project.**

**Fee \$ 0.                      Deposit\*\* \$ N/A**

\*Deposits left unclaimed for a period of more than five (5) years will be forfeited by depositing homeowner. Include the submittal date and the property address on each sheet. Please fold to 8½ x 11 inches.

\_\_\_\_\_  
Owner's Signature

**OWNER'S SIGNATURE ABOVE SIGNIFIES ACCEPTANCE AND UNDERSTANDING OF THE GUIDELINES, CC&R'S AND EACH EXHIBIT ATTACHED HERETO.**

**PROPERTY IMPROVEMENT FORM PAGE 1 OF 3**

**DATE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_**



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**Do not write below this line**

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- **Disapproved as presented (List Reasons/Specific Guidelines Not Met)**
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- 
- 

- **Approved as presented**
  - **Approved as revised/Conditional Approval:**
- 
- 

**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**General Conditions and Disclaimers:**

1. Committee approval does not waive or constitute or reflect compliance with any federal, state, or local law, ordinance, or code. Approval by the Committee does not relieve or satisfy an Owner's obligation to comply with all government laws and regulations affecting use of premises, subject to any approved plans. Approval by the Committee does not constitute approval by the city or county; and approval by the city or county does not constitute approval by the Committee.
2. Committee approval does not constitute acceptance of any technical or engineering specifications; and the Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. Approval by the Committee does not warrant structural safety, conformance with building codes or other applicable governmental requirements. The Committee reviews for aesthetic purposes only.
3. Any oversight of a provision of the governing documents, or a provision of the Guidelines/Standards, does not waive the rule. Corrections may be required. Only improvements depicted on the plans can be reviewed by the Committee. The Owner is responsible to ensure all improvements are depicted on the plans submitted. Any improvements not depicted on the plans are not approved. Any change(s) to approved plans shall be deemed unapproved until resubmitted and approved. Approval of plans and specifications shall apply only to the property for which approval is granted and is not authorization to proceed with Improvements on any property other than the property reviewed by the Committee and owned by the Applicant.
4. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent that includes a description of the access area. Access or storage of equipment used during the course of construction must be through the homeowner's property only. Property owned and/or maintained by the Association shall not be used for construction access or storage, unless Owner obtains prior written authorization from Association, the Owner agrees in writing to indemnify Association for damage to property owned and/or maintained by Association which is damaged as a result of an Owner's project, and Owner posts a construction deposit for restoration of damage to property owned and/or maintained by Association.
5. Owner is financially responsible for any repairs and/or replacement to property owned and/or maintained by Association which is damaged as a result of an Owner's project.

**DATE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

6. Building materials may not be stored on streets, sidewalks, or on property owned and/or maintained by the Association. Streets may not be obstructed by construction equipment. All rubbish, debris and unsightly material or objects of any kind shall be regularly removed from the property and shall not be allowed to accumulate thereon.
7. The property owner is financially responsible for any repairs to property owned and/or maintained by the Association damaged by a property owner's project.
8. Approval of plans and specifications is not authorization to proceed with Improvements on any property other than the property reviewed by the Committee and owned by the Applicant.
9. Approval of plans and specifications is not authorization to revise the original drainage system installed by the Builder and approved by the City.
10. Applicant understands and agrees that Applicant must comply with all of the provisions of the Guidelines/Standards.
11. All of the provisions of the Guidelines/Standards (including, but not limited to, the Conditions of Approval) are the provisions of the governing documents regarding Design/Architectural Review; and are incorporated herein by this reference. The applicant has read and understands all provisions and agrees to comply therewith. Approval of plans is subject to and does not constitute a waiver of the terms and provisions of the Association's Declaration, Supplemental Declaration, Guidelines/Standards, Rules and Regulations or other Operative/Governing Documents. Any violation of the Governing Documents must be corrected upon notice of violation.
12. In the event that the City and/or County requires modifications to the plans and specifications previously approved by the Committee, the Owner shall submit to the Committee all modifications to the plans. The Committee shall have the right to review and impose further conditions on such modifications which are not inconsistent with the requirements imposed by the City and/or County. The Committee shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County. The Committee shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County.
13. It is the responsibility of the requesting owner to obtain all appropriate signatures on the Neighbor Awareness form INCLUDING revised signatures for any later changes to the improvements reflected thereon. Any failure to obtain all appropriate signatures could render an approval from the committee void.
14. Failure to comply with and satisfy all procedural requirements for an application may void approval.

# FACING, LEFT, RIGHT AND REAR IMPACTED NEIGHBOR STATEMENT

The attached plans were made available to the following

<b>REAR NEIGHBOR</b> Name _____ Address _____ Signature _____	<b>REAR NEIGHBOR</b> Name _____ Address _____ Signature _____	<b>REAR NEIGHBOR</b> Name _____ Address _____ Signature _____
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## ASSOCIATION PROPERTY OR BACK YARD

<b>LEFT NEIGHBOR</b> Name _____ Address _____ Signature _____	<b>PROPERTY WHERE WORK WILL TAKE PLACE</b>	<b>RIGHT NEIGHBOR</b> Name _____ Address _____ Signature _____
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## STREET

The neighbors have seen the plans that I am submitting for approval. (Please see above verification.)

I understand neighbor objections do not in themselves cause denial. However, the Committee will review the concerns in context with the guidelines to determine if their objections are valid.

<b>FACING NEIGHBOR</b> Name _____ Address _____ Signature _____
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**SUBMITTED:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT: FAILURE TO OBTAIN ALL APPROPRIATE NEIGHBOR SIGNATURES MAY VOID APPROVAL.**

**NEIGHBOR: YOUR SIGNATURE ONLY CONFIRMS YOU HAVE SEEN THE PLANS. IF YOU HAVE AN ISSUE WITH THE PROPOSED IMPROVEMENT, THIS DOES NOT MEAN IT WILL BE AUTOMATICALLY DISAPPROVED. THE COMMITTEE IS ONLY AUTHORIZED TO APPROVE OR DISAPPROVE ALL APPLICATIONS BASED ON THE GOVERNING DOCUMENTS AND GUIDELINES.**

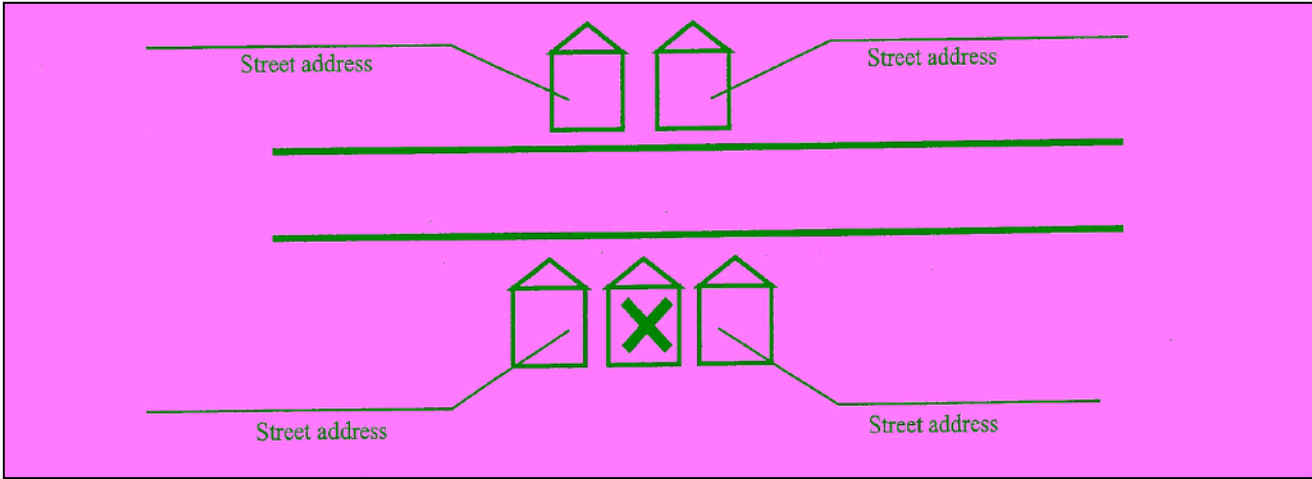
**DATE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

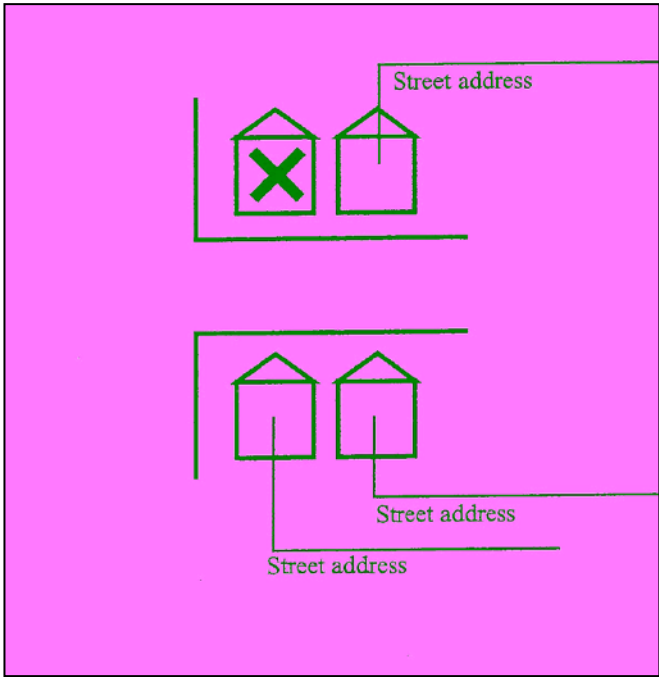
**Exhibit B-2**  
**NEIGHBOR VERIFICATION FORM**

PLEASE COMPLETE THE DIAGRAM BELOW THAT BEST REPRESENTS YOUR PROPERTY'S LOCATION. The Association wishes to know if you live on a cul-de-sac, a corner, or in some other configuration that will help them determine who may be your immediate neighbors and/or who could be affected.  
*X designates the homeowner's property.*

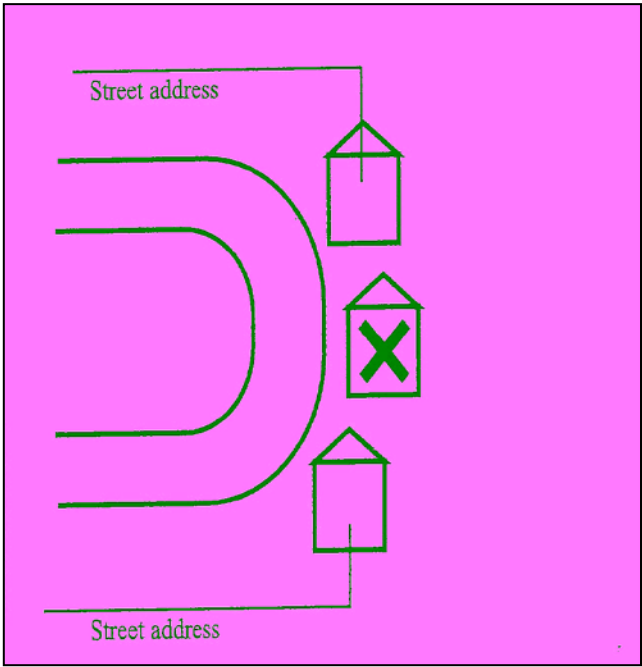
**Use this box if your home is located on a street with homes on both sides of the street or only on one side of the street.**



**Use this box if your home is located on a CORNER**



**Use this box if your home is located on a CUL-DE-SAC**



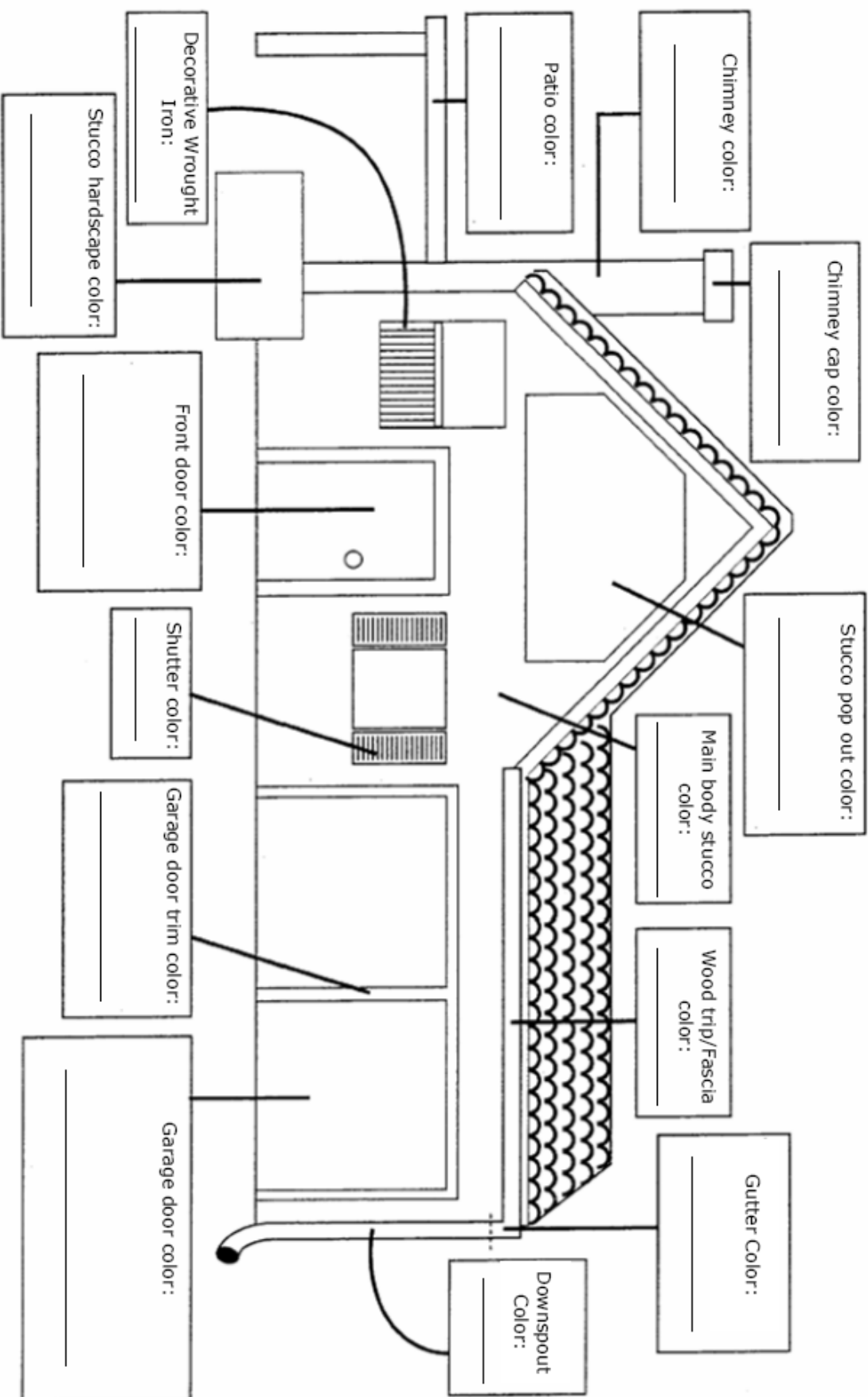
**BUTTERFIELD ESTATES HOMEOWNERS' ASSOCIATION**

**REQUIRED WITH PAINTING APPLICATION**

*Indicate the name and number of the paint color in*

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_



**Exhibit C**

***BUTTERFIELD ESTATES HOMEOWNERS' ASSOCIATION***  
**Notice of Completion Form**

Today's Date: \_\_\_\_\_ Property address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

ATTACH PHOTOGRAPHS OF ALL ANGLES OF IMPROVEMENTS, INCLUDING BOTH  
FRONT, SIDE AND REAR YARD, IF APPLICABLE.

MAIL TO:

***BUTTERFIELD ESTATES HOMEOWNERS' ASSOCIATION***

c/o Keystone Pacific Property Management

16775 Von Karman Avenue, Suite 100

Irvine, California 92606-2600

E-MAIL TO:

architectural@keystonepacific.com

**Do not write below this line**

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- Disapproved as presented**
- 

- Approved as presented**
  - Approved as revised:**
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**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Exhibit D1**  
**BUTTERFIELD ESTATES HOMEOWNERS' ASSOCIATION**  
**Variance Request Form**

Today's Date: \_\_\_\_\_ Property address: \_\_\_\_\_

Owner/Applicant's Name: \_\_\_\_\_

Mailing Address (if different than property address): \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

**Description of Request (Please include drawings, photographs and a description of your special circumstance for the Board's review):**

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**Do not write below this line**

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- Disapproved as presented**
- Approved as presented**
- Approved as revised:**

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**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Committee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



**BUTTERFIELD ESTATES HOMEOWNERS' ASSOCIATION**  
**APPLICATION FOR APPEAL OF ARCHITECTURAL DENIAL**

The undersigned Owner, by completion of this form, hereby requests that the Association's Board of Directors reconsider the denial of certain Architectural improvements by the Committee, as described below.

1. **Owner's Name:** \_\_\_\_\_

2. **Property Address:** \_\_\_\_\_

3. **Summary of Prior Architectural Submittals:**

(a) Date of Original Submittal: \_\_\_\_\_

(b) Total Number of Submittals: \_\_\_\_\_

(c) Date of Submittal Being Appealed: \_\_\_\_\_

(d) Date of Denial by Committee: \_\_\_\_\_

4. **Copies of Application Information:**

I have included copies of all of the following for the denial that is being appealed:

Copy of original Architectural application;

Copy of Committee denial;

Copy of most recent Architectural plans;

Letter explaining in detail the portion of the Committee denial that you are appealing and explaining the reasons for reversal of the decision. (Please understand that the Board of Directors needs to understand specifically those improvements that the requesting member wishes the Board to reconsider and approve.)

Dated: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER(S)

**Do not write below this line**

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- **Disapproved as presented**
- **Approved as presented**
- **Approved as revised:**

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Board Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Signature \_\_\_\_\_ Date \_\_\_\_\_