

**EXHIBIT A
PROPERTY IMPROVEMENT APPLICATION
SINGLE FAMILY DETACHED HOMES**

Page 1 of 4

Owner shall complete and provide the following for Single Family Detached Homes. For Attached and Detached Condominium Homes, contact the applicable Sub-Association for specific application requirements:

- 1. Property Improvement Application – Exhibit A
- 2. Architectural Application Checklist – Exhibit B
- 3. Three (3) complete copies of your proposed improvement plans
- 4. Signed copy of the Water Quality Management – Best Management Practice Guidelines
- 5. Deposit & Fees

Incomplete applications will not be considered and will be returned. To assure prompt consideration, review all submittal materials for completeness before sending them to the Design Review Committee. Each submittal for architecture or landscape improvement must be submitted separately with its own submittal application, documents and associated fee.

Mail or deliver to:

Portola Springs Community Association

Attn: Design Review Committee
Keystone Pacific Property Management
16845 Von Karman, Suite 200
Irvine, CA 92606
(949) 838-3239

- | | | | |
|----------------------|--|--|--|
| Submittal #1: | <input type="checkbox"/> Architectural Improvements | <input type="checkbox"/> Landscape Improvements | <input type="checkbox"/> Deposit Received |
| Revision #1: | <input type="checkbox"/> Architectural Improvements | <input type="checkbox"/> Landscape Improvements | <input type="checkbox"/> Deposit Received |
| Revision #2: | <input type="checkbox"/> Architectural Improvements | <input type="checkbox"/> Landscape Improvements | <input type="checkbox"/> Deposit Received |

Today's Date: _____ Lot #: _____ Tract # _____

**EXHIBIT A
PROPERTY IMPROVEMENT APPLICATION**

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Applicant's Name: _____ Project Name: _____

Property Address: _____ Builder: _____

Mailing Address: _____

Home Phone #: _____

Business Phone #: _____

Additional Requested Submittals:

- | | | | |
|----------------------|---|---|---|
| Submittal #2: | <input type="checkbox"/> Architectural Improvements | <input type="checkbox"/> Landscape Improvements | <input type="checkbox"/> Deposit Received |
| Submittal #3: | <input type="checkbox"/> Architectural Improvements | <input type="checkbox"/> Landscape Improvements | <input type="checkbox"/> Deposit Received |
| Submittal #4: | <input type="checkbox"/> Architectural Improvements | <input type="checkbox"/> Landscape Improvements | <input type="checkbox"/> Deposit Received |

**EXHIBIT A
PROPERTY IMPROVEMENT APPLICATION**

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Owner shall complete the following:

Architect or Applicant's Representative (if applicable):

NAME

COMPANY

PHONE

MAILING ADDRESS

CITY

ZIP

IMPROVEMENT PLANS BEING SUBMITTED: (Please check appropriate items)

Each submittal for architecture or landscape improvement must be submitted separately with its own submittal application, documents and associated fee.

<input type="checkbox"/> ARCHITECTURAL
____ DECK
____ ROOM ADDITION OR EXTENSION
____ CONCEPTUAL REVIEW REQUIRED
____ PAINTING
____ CHIMNEY
____ OTHER

<input type="checkbox"/> LANDSCAPE
____ GRADING & DRAINAGE
____ HARDSCAPE & LANDSCAPE STRUCTURES
____ IRRIGATION
____ PLANTINGS
____ EXTERIOR LIGHTING
____ MISCELLANEOUS

<input type="checkbox"/> EQUIPMENT
____ PLAY EQUIPMENT
____ POOL & EQUIPMENT
____ SPA & EQUIPMENT
____ FIREPLACE
____ BARBEQUE
____ OTHER

OTHER:

**EXHIBIT A
PROPERTY IMPROVEMENT APPLICATION**

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Do Not Write Below Line. (To Be Completed By Design Review Committee Only)

Design Review Committee's response subject to notes on plan and Design Review Committee approval checklist.

- () APPROVAL
- () APPROVAL WITH CONDITIONS NOTED ON CHECKLIST _____
- () DISAPPROVED WITH COMMENTS NOTED ON CHECKLIST _____
- () RESUBMIT ITEMS LISTED _____
- () INCOMPLETE ITEMS LISTED _____

The Design Review Committee has reviewed the proposed improvements to determine whether they are aesthetically compatible with the architectural scheme of the Community and consistent with the Master Declaration and the Master Association's Design Guidelines. These plans have not been reviewed for constructability, safety, function, views, plant material survivability, privacy, or any and all engineering requirements including, but not limited to, soils, geotechnical, drainage, structural, mechanical or electrical. The Owner is also required to comply with the Master Association's Design Guidelines and the Master Declaration. The Design Review Committee has not considered whether, and its approval does not indicate, that the proposed improvements are in compliance with applicable ordinances. The Owner must obtain all necessary building permits for applicable structures from the City of Irvine. By approving such plans and specifications, the Design Review Committee, the members thereof, the Master Association, the Board, Declarant, and all agents, employees, attorneys or consultants of any of the foregoing, do not assume liability or responsibility therefore, or for any defect in any improvements constructed from such plans and specifications or for any obstruction or impairment of view caused or created as the result of any improvements approved by the Design Review Committee.

DESIGN REVIEW COMMITTEE SIGNATURE

_____ Date: _____

**EXHIBIT B
ARCHITECTURAL APPLICATION CHECKLIST**

Page 1 of 2

This checklist shall be completed by the Owner and be attached to the Design Review Committee Property Improvement Application. Failure to complete and include this checklist constitutes an incomplete submittal. All incomplete submittals will be returned without review by the Committee.

SINGLE FAMILY DETACHED HOMES (MASTER ASSOCIATION)

DEPOSITS Collected at the time of plan submission. A check made payable to the "Portola Springs Community Association" is required.

_____ \$1,000.00 – Improvement Security Deposit

SUBMITTAL FEES Collected at the time of plan submission. A check made payable to the "Portola Springs Community Association" is required.

_____ \$ 300.00 - Single Family Detached Homes - Landscape/General Resubmittal Review Fee (Includes initial review and two (2) resubmittals)
Each Additional Resubmittal Beyond 3rd Review \$150.00

_____ \$ 600.00 - Single Family Detached Homes - Room Addition/Remodel Review Fee (Includes initial review and two (2) resubmittals)
Each Additional Resubmittal Beyond 2nd Review \$300.00

_____ \$ 100.00 – Each Variance Application / Appeal Application (see exhibit "E")

_____ \$ 150.00 – Concept review fee for architectural additions/extensions

A description of what must be included on each of the drawings required below may be found in the Design Guidelines.

Note: Deposits and Fees are subject to change from time to time as deemed necessary by the Master Association.

For Attached and Detached Condominium Homes contact the appropriate Sub-Association for deposit and submittal fees.

HOMEOWNERS SIGNATURE AND DESIGN REVIEW COMMITTEE APPROVAL

I UNDERSTAND AND AGREE THAT:

No work on this request shall commence until written approval of the Design Review Committee has been received. The conditions and restrictions noted in the Design Guidelines and Master Declaration shall apply to any approval. Installation to be at no cost whatsoever to the Master Association. Any further maintenance shall be the responsibility of the applying Owner, his or her heirs and assigns. The Owner of any lot shall comply with the Master Declaration for completion of all property improvements, landscaping and alterations as noted below; Owner shall complete all landscape improvements within three hundred sixty-five (365) days of close of escrow for the Owner's lot or Dwelling.

SIGNATURE: _____
OWNER

DATE

**EXHIBIT B
ARCHITECTURAL APPLICATION CHECKLIST**

Page 2 of 2

PART I - ALL IMPROVEMENTS

This part lists the submittal requirements of ALL IMPROVEMENTS, which must be included with any and all submittal requests.

- _____ Completed Design Review Committee Application – Exhibit A
- _____ DRC Architectural Application Checklist – Exhibit B
- _____ Plot Plan; drawn to scale at 1/8" = 1'-0" or 1/4" = 1'-0"
- _____ Signed copy of the Water Quality Management – Best Management Practice Guidelines (2 copies)

PART II - LANDSCAPE IMPROVEMENTS

This part must be completed by each applying Owner for improvements involving all landscaping on his/her lot (grading, drainage, hardscape, irrigation, plumbing and lighting).

- _____ Site Photos
- _____ Landscape Construction Plan and Details
- _____ Grading and Drainage Plan
- _____ Irrigation Plan or Notes
- _____ Planting Plan
- _____ Landscape Lighting Plan

PART III - ARCHITECTURAL IMPROVEMENTS

This part must be completed by each applying Owner for improvements involving all architectural improvements on his/her lot (e.g., room additions).

- _____ Site Photos
- _____ Exterior Elevations/Building Sections
- _____ Floor Plan (must be included on a Plot Plan)
- _____ Roof Plan
- _____ Finish and Materials Schedule

**EXHIBIT C
DRC APPROVAL FORM**

To be completed by the Design Review Committee:

Date: _____ Lot and Tract # _____

Name: _____ Project Name: _____

Address: _____ Builder: _____

Re: Portola Springs Community Association

The Design Review Committee has reviewed the proposed Improvements to determine whether they are aesthetically compatible with the architectural scheme of the Community and consistent with the Master Declaration and the Master Association's Design Guidelines. These plans have not been reviewed for construction, safety, function, views, plant material survivability, privacy, or any and all engineering requirements including, but not limited to, soils, geotechnical, drainage, structural, mechanical or electrical. The Owner understands that he/she must comply with the Master Association's Design Guidelines and the Master Declaration. The Design Review Committee has not considered whether, and its approval does not indicate that the proposed Improvements are in compliance with applicable laws, ordinances, regulations and codes. The Owner must obtain all necessary building permits for applicable structures from the applicable public agency. Please be advised that the plans and specifications are not approved for (a) engineering design, (b) compliance with zoning and building codes, and other applicable statues, ordinances or governmental rules or regulations, (c) compliance with the requirements of any public utility, (d) consistency with easements or other matters of record, or (e) preservation of any view. By approving such plans and specifications, the Design Review Committee, the members thereof, the Master Association, the Board, Declarant, the Merchant Builder and their respective agents, employees and consultants do not assume any liability or responsibility relating thereto (including, without limitation, any defect in any Improvements constructed from such plans and specifications, or for any obstruction or impairment of view caused or created as the result of any Improvements approved by the Design Review Committee).

Sincerely,

PORTOLA SPRINGS COMMUNITY ASSOCIATION

DRC Authorized Representative Signature

Date

EXHIBIT D
DRC NOTICE OF COMPLETION FORM

Owner shall complete the following:

I hereby certify that all work has been completed and done in substantial compliance with the approved plans and specifications and the Design Guidelines.

Date: Lot and Tract #

Name: Project Name:

Address: Builder:

Signature:

- Type of Work: (Please check one or more)
Architectural, Landscape, Hardscape, Pool/Spa/Water Feature, Patio Cover, Lighting, Other

SUBMIT PHOTOS OF ALL INSTALLED IMPROVEMENTS INCLUDING RETAINING WALL SYSTEMS, DRAIN INLETS, FLASH WALLS, LIGHT FIXTURES, BACKS OF FIREPLACES, EQUIPMENT AREAS (DIGITAL PHOTOS MAY BE SUBMITTED TO architectural@keystonepacific.com).

(DO NOT WRITE BELOW THIS LINE)

The Design Review Committee conducted the Final Inspection by:

Reviewing the Homeowner submitted photos Conducting a site visit

The Design Review Committee recommends the following:

APPROVED: Final inspection is complete and the Improvements are in substantial conformance with the approved plans and the Design Guidelines.

DISAPPROVED: The Improvements are not in substantial conformance with the approved plans, specifications and/or Design Guidelines. The Applicant must complete/modify/remove the items noted below on Exhibit D-1. After all items have been corrected, submit to the Property Manager photos of revised construction.

Portola Springs Design Review Committee

DRC Authorized Representative Signature

Date

**EXHIBIT E
REQUEST FOR BOARD-APPROVED DESIGN GUIDELINES EXCEPTION**

Owner shall complete the following:

Date: _____ Lot and Tract # _____
 Owner: _____ Project Name: _____
 Lot Address: _____
 Home Phone: _____ Work Phone: _____ Fax: _____
 Signature: _____

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

DO NOT WRITE BELOW THIS LINE

- Disapproved as presented Approved as presented Approved as revised

Board Signature _____ Date _____
 Board Signature _____ Date _____
 Board Signature _____ Date _____

Please allow sixty (60) days for review. You will be notified in writing of the Board's decision.

KEYSTONE PACIFIC'S ARCHITECTURAL DESK ARCHITECTURAL PROCESSES Q&A

Definitions

“Architectural Guidelines” – Otherwise referred to as Architectural Standards, Design Review Guidelines, Design Guidelines, Design Standards or any other document containing the parameters in which a homeowner is to follow when submitting an application.

“Reviewer” – Otherwise known as the person or persons responsible for reviewing the plans, such as a homeowner committee, Board of Directors or a qualified third party consultant hired to perform the review on behalf of the committee.

Facts

The staff members working the architectural desk for Keystone Pacific **process** anywhere from 50 to 100+ plan submittals a day.

Keystone Pacific staff members **do not** review plans.

The staff members working the architectural desk for Keystone Pacific only make sure the application has been completed and submitted with your plans, a review fee/deposit check has been submitted (if applicable) and the correct number of plans have been submitted. This information is then forwarded to the party responsible for reviewing plans on behalf of the association.

Plan Review

Who is responsible to review your plans?

Your association CC&R's contain a section devoted to architectural review, which indicates how many members need to be appointed to a committee and/or whether or not this task can be delegated to a third party consultant. Some CC&R's give the committee the right to delegate this task to a qualified third party consultant.

Who makes the final decision on approval or denial?

The designated party responsible for reviewing plans.

How do I find out how much time the committee has to review my plans?

Your CC&R's will provide this information and/or the architectural guidelines. Review periods vary from 30 to 90+ days. This means the committee and/or third party consultant can take up to that many days to review your plans. Sometimes it doesn't take that long, but nothing can be guaranteed. Keystone Pacific has no jurisdiction over the committee members or the third party consultant. The committee is appointed by the Board of Directors and works at the pleasure of the Board and the third party consultant is retained by the Board of Directors on behalf of the association.

What if my plans are denied – do I have to wait another 30-90+ days for review?

Yes, each time a plan is resubmitted the time frame allowed for the review process starts over.

Why can't you "rush" the review upon request?

Keystone Pacific has no jurisdiction over the time constraints of the committee and/or third party consultant. As a courtesy, we can include a note requesting the appropriate party to "rush" the plan review, but we cannot guarantee this will occur.

Can't I pay for a "rush" review?

This policy would need to be adopted by the Board of Directors and could only realistically be implemented if a third party consultant were being employed. This concept would not be feasible with a volunteer homeowner committee.

What do I do if the plans are not back yet and the time period for review is past?

Place a call to Keystone Pacific's architectural desk at (949) 838-3239 or e-mail architectural@keystonepacific.com to request information. Some CC&R's require the request be made in writing and then allows the committee 15 or more days to respond before your plans are deemed approved.

Why can't I contact the reviewer directly with my questions?

The third party consultant would be inundated with calls, thus taking away from their limited time to actually perform reviews in a timely manner. Homeowner committee members are volunteers and therefore their personal information cannot be provided. All questions can be submitted in writing and will be forwarded to the appropriate party and a response will be provided in writing.

Who pays for the qualified consultant to review the plans?

The association pays for this service. If a third party consultant is contracted to review plans on behalf of the association, the fees are paid via your submittal fee. The CC&R's typically give the association the right to collect fees in order to offset the costs related to plan review costs when a third party consultant is utilized.

Why can't Keystone Pacific give me approval?

Keystone Pacific is an independent third party managing agent and has no authority to review, approve or deny plans on behalf of any association. The only responsibility of Keystone Pacific is to make sure the application has been completed and submitted with your plans, a review fee/deposit check has been submitted (if applicable) and the correct number of plans have been submitted. This information is then forwarded to the party responsible for reviewing plans on behalf of the association. Keystone Pacific also takes receipt of the plans from either the committee and/or third party consultant and then notifies the homeowner of the decision.

Why can't KPPM give me the decision over the phone?

A plan review usually results in many comments from the reviewing party. In order to avoid any miscommunication, Keystone Pacific has a policy that all decisions made by either the committee and/or third party consultant must be communicated in writing.

Can I pick my plans up?

If you would like to pick your plans up, you need to notify the staff members at the architectural desk and every effort will be made to accommodate this request.

Why can't my contractor call and get the information or pick up my plans for me?

Unless the homeowner provides written authorization for a specific person to receive information on their behalf, Keystone Pacific can only communicate with the homeowner. All decisions must be mailed to the homeowner's mailing address on file.

Why can't KPPM give me interpretation of the guidelines or at least give me a general idea of whether my idea will be approved?

The details on any given set of architectural guidelines cannot possibly be known by the one person answering the phone at the architectural desk. Keystone Pacific would be guessing if they tried to assist someone in answering questions about the guidelines. As a homeowner, you need to consult with the professional assisting you with your plans regarding any questions you have pertaining to the guidelines.

If I want to make changes to my approved plan, do I have to re-submit?

Yes, any plan changes need to be submitted for approval.

If I am just painting my house the same colors, do I have to submit for review?

The safest bet is to submit. Many association documents require submittal regardless of whether or not the existing paint color is being used. Some documents do not require an architectural application to be submitted to repaint the existing color, however, you should refer to your architectural guidelines for the answer to this question or contact your community association manager.

Why are site photos sometimes required?

Depending on the complexity of the improvements, the committee and/or third party consultant needs a point of reference when visualizing the project you are proposing.

Neighbor Awareness

What does a Neighbor Awareness form do for you?

A Neighbor Awareness form is merely a means of notifying your neighbors that you plan to make exterior modifications to your home. Your neighbor does not have the right to approve or deny proposed modifications to your home, but they do have the right to be aware and make comments for the reviewing party to consider. The committee and/or third party consultant is required to approve your plans if they meet the architectural guidelines.

Why use a Neighbor Awareness form if it doesn't influence the review?

Some associations utilize this form, as it is believed it keeps people informed. Some think it allows the owner the opportunity to modify proposed changes if their neighbor has a concern. There are several associations that do not require a Neighbor Awareness form. You need to check your architectural guidelines and/or architectural application to determine whether or not your association requires this form.

How many signatures are required on the Neighbor Awareness Form?

If you are on a single loaded street, meaning you have no neighbors across the street from you, then you only need your neighbors to the left, right and behind you. If you are on a double loaded street, meaning you have neighbors across the street, you need your neighbors to the left, right, behind you and across from you. Any property that touches your property should be signing your form. NOTE: Some associations also require signatures on the actual plans.

What would happen if I just leave a signature off the form or have a neighbor sign a few doors down, versus my immediate neighbors?

Leaving a signature off the form could also delay your submittal process, because if you don't provide the required signatures, your submittal may be deemed incomplete and will be returned to you. Additionally, leaving a signature off the form or getting a distant neighbor to sign may void your plan approval if later challenged.

What if my neighbor is a renter?

You may indicate this on the form and you should also mail a letter via certified mail to the address anyway notifying the owner of the property of your intentions to submit for exterior modifications. Provide a copy of the letter and returned receipt with your application.

After You Are Done With Improvements

What do I need to do after my improvements are finished?

When complete, fill out the notice of completion form and attach photos of the improvements from all angles. You can e-mail these photos to architectural@keystonepacific.com or mail a hard copy. Keep in mind that the photos should show set back requirements met (use a tape measure in your photo)

and needs to show the overview of the improvements. The committee and/or third party consultant will take these photos and compare them to your plans to make sure all was installed per plan.

Where do I get the notice of completion form?

If your Association has a website, it will be under the architectural section or forms section. If not, e-mail architectural@keystonepacific.com and request one be e-mailed to you. If no e-mail, call (949) 838-3239 and ask that one be mailed to you, or provide a fax number in which it can be sent.

How difficult is it to get my notice of completion signed off?

If you installed per plan and provide pictures of all improvements it is very easy. If you didn't install a tree that was on your plan, expect to be told to install it – in the size and species you put on your plans. Anything that wasn't installed per plan will hold up your notice of completion approval.

Can a site visit be performed in place of a notice of completion?

Site visits could be performed in place of a photo notice of completion review only if you are willing to pay, in advance, the cost

for the third party consultant to perform the review. If your review is performed by a homeowner committee, you could request this; however it would be up to the committee/board to do this and most likely this would not happen due to the time involved.

What if my notice of completion keeps getting denied, what do I do?

The best thing to do is to do everything on the list of issues pointed out to you. If you feel you have completed those items, then you should address your concerns with the Board. If you have no plans to complete all of the items on the list, then you should resubmit your plans showing only what you actually installed. The Board of Directors does have the right to call you to a hearing and assess fines if you choose to ignore the notification to correct items. Most CC&R's give homeowners 30 days to correct issues. After this, the Board can move forward with hearings and fines.

How soon can I get my deposit back once my notice of completion is approved?

Associations cut checks once a month. If you happened to obtain approval for your notice of completion right after a check run was issued, you would have to wait until the following month, which could take up to 45 days.

Variances/Appeals

What if I do not agree with the reviewer's decision?

You may fill out a variance/appeal form that will go to your Board of Directors for review and consideration, if the governing documents of the association allow for this. Some documents do not and the final authority lies with the committee. There is sometimes a fee required for these requests when a third party consultant is being utilized, which must be paid to the Association prior to the work being performed.