

# Napa Valley Commons Property Owners Association

P. O. BOX 23743 PLEASANT HILL, CA 94523 1-866-946-0800 ADVANCEDMGMT.COM

## REQUEST FOR ARCHITECTURAL, SIGNAGE OR LANDSCAPE CHANGE CERTIFICATE AND AGREEMENT (Revised– February 13, 2013)

Check One:    Architectural       Signage       Landscape

Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Change Description (See Exhibit A for required documentation):

\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

### Acknowledgment of Liability

I, the legal owner, hereby agree to hold harmless and to protect Napa Valley Commons Property Owners Association (“POA”) and Advanced Property Management (“Manager”) against any and all claims and liens arising out of changes, in full or in part. This includes claims or liens for labor or materials, claims arising out of damage to adjoining units, and all injury claims resulting in part or in full from changes.

I further agree to indemnify the “POA” and “Manager” for any expenses incurred in defending against the previously described claims or liens and to promptly make payment for any damage resulting from the above requested changes. If a contractor performs the work, he/she will maintain any and all insurance required to hold the aforementioned parties free of any liability.

The owner understands and agrees that any future buyer must accept the altered changes approved herein and agree to maintain the same. Full disclosure of this maintenance obligation to any future buyer is the sole responsibility of the seller.

I agree to comply with the provisions of the Napa Valley Commons Design Guidelines and Exhibit A, attached hereto and made a part thereof.

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

### For Declarant Use Only

Change Request:       Approved       Denied

Conditions of Approval (if any) are noted in Exhibit-B, attached hereto and made a part thereof.

Conditions      are      are not included

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

**REQUEST FOR ARCHITECTURAL OR LANDSCAPE CHANGE  
CERTIFICATE AND AGREEMENT**

**(Approved – October 14, 2009)**

**EXHIBIT A**

**I. REQUIRED DOCUMENTATION and ATTACHMENTS**

Assemble a Change Request Packet and mail to *Advanced Property Management, P.O. Box 23743, Pleasant Hill, CA 94523*. The Packet should include the Request for Architectural or Landscape Change Certificate and Agreement, written description of request, drawn plans and specifications. Each Change Request must be submitted separately. Change Request Plans and documentation must provide the following information:

- Drawing(s) showing proposed improvements (plot plan, elevations & dimensions)
- Specific measurements of the improvement(s) in relationship to your lot lines
- Description of the materials and colors to be used (attach color samples)
- Any other pertinent information (e.g., brochures, pictures, specifications)
- Contractor name, address, phone number and license number

**II. ADDITIONAL CONSIDERATIONS and PROPERTY OWNER LIABILITY**

- No work may begin until *written approval* has been granted for the specific request and received by the requesting owner.
- The owner shall complete the construction, refinishing or alteration of any such change within one year from the approval date, unless otherwise stipulated in the *written approval*.
- All appropriate and required permits from the City and the County, and any other governmental requirements are the owner's responsibility.
- The owner agrees to maintain approved changes in a manner acceptable to the Napa Valley Commons Property Owners Association.

**III. DEPOSIT REQUIREMENTS**

The approval process will require third party review of plans, drawings and details of each project. The size, type and complexity of the submitted project plans will determine to what extent this is required. In order to provide this review the owner is required to provide a deposit of funds to be included with the Change Request Packet. The following required deposit amounts based on project type are an estimate of the associated review costs and may or may not be sufficient depending upon each project. In most cases the amounts indicated will be sufficient.

- Sign Review .....\$750
- Lighting Review .....\$750
- Landscape Plan Review .....\$1,000
- Exterior Architectural Modification Review .....\$1,500
- New Construction Architectural and Landscape Review .....\$2,500

Deposit Checks are to be made payable to:      Napa Valley Commons  
Property Owners Association  
P.O. Box 23743  
Pleasant Hill, CA 94523