
ARCHITECTURAL ASSISTANCE GUIDE & FREQUENTLY ASKED QUESTIONS



Disclaimer: All of the information contained is a general explanation or an opinion. Please refer to your community's association manager and governing documents or applicable law for more specific information.

CORE MANAGEMENT IS HERE TO HELP YOU!



Are you getting ready to make an addition to your home or make a modification to your property? Generally, despite the size of your project, exterior changes usually require prior approval from your board of directors or architectural committee. Before you get to work, always make sure to get your plans and colors approved by your association's architectural committee to avoid any issues that may arise.

While it may seem arbitrary from a homeowner's point of view, the architectural committee is in place to ensure conformity and aesthetics in your community. By ensuring the aesthetics of your community, it also protects and reinforces property values by preventing individual structures from standing out.



Who reviews the request and how long will it take?

WHAT IS CORE MANAGEMENT'S OBLIGATIONS?

Core Management staff members make every effort to ensure a request is complete and that the submitter provides all information the board or architectural committee may need to make an informed decision.

Our staff does not review plans, they only ensure 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 or material samples/colors have been submitted. Once your packet is submitted, Core Management forwards to the party responsible for reviewing plans on behalf of the community association.

HOW DO I SUBMIT MY ARCHITECTURAL REQUEST PACKET?

Architectural applications may be submitted by mailed to:

Name of Community

C/O: Core Association Management

603 Seagaze Drive #1023

Oceanside CA 92054

You may also submit applications in .PDF format to architectural@core-mgmt.com

WHO IS RESPONSIBLE FOR REVIEWING MY PLANS?

Your community association's CC&Rs and Architectural Guidelines address the architectural process, indicate how many members need to be appointed to a committee and whether this task may be delegated to a third-party consultant.

The committee is made up of your fellow homeowners who volunteer for the position and are appointed by the Board of Directors. Any third-party consultant(s) are retained by the Board of Directors who works under contract with your community.

WHO APPROVES OR DENIES MY ARCHITECTURAL REQUEST?

The designated party responsible for reviewing plans, either the committee or third-party consultant issues approvals or denials. **Core Management staff members do not review, approve or deny plans.**

HOW LONG DOES IT TAKE TO REVIEW MY PLANS?

Your community association's CC&R's and Architectural Guidelines will provide this information. Review periods vary from 30 to 90+ days. This means the committee and/or third-party consultant may take the full review period before rendering a decision.

WHAT IF MY PLANS ARE NOT APPROVED – DO I HAVE TO WAIT ANOTHER 30 to 90+ DAYS FOR REVIEW?

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

HOW LONG DO I HAVE TO COMPLETE MY PROJECT?

Typically, you have ninety days from the approval of your project, but that may vary depending on the project and the community.

Please take a few minutes to review the Architectural Guidelines and/or CC&Rs - which can be found in your resident portal or requested from your community manager.



Can I talk directly to the Architectural Committee?

WHAT IF I DISAGREE WITH THE ARCHITECTURAL COMMITTEE'S DECISION?

You may fill out a reconsideration/appeal form to request reconsideration of the decision by the Board of Directors at an open meeting. Please contact Core Management for the correct form. Plan on attending the meeting so that any questions can be addressed.

Visit your *Resident Portal* to find out when the next meeting is scheduled. There are time limits for requesting a reconsideration, so please refer to your Architectural Guidelines and/or governing documents for specific timelines.

IS IT POSSIBLE TO REQUEST A "RUSH" TO THE REVIEW PROCESS?

As a committee can be up to five volunteer individuals, it would be difficult to change the schedules for all involved. Core Management has no control over the time constraints of the committee members or any consultants.

WHAT DO I DO IF THE PLANS ARE NOT BACK YET AND THE TIME PERIOD FOR REVIEW IS PAST?

Please call or email Core Management for an update and guidance.

CAN I CONTACT THE REVIEWER DIRECTLY WITH MY QUESTIONS?

Third party consultants are not contracted to communicate with homeowners. They are contracted to perform reviews for the community. Architectural committee members are your neighbors who volunteer to participate on the committee. Therefore, their personal information cannot be provided.

All questions should be submitted in writing and will be forwarded to the appropriate party, a response will be provided to you in writing or by email.

WHO PAYS FOR THE QUALIFIED CONSULTANT TO REVIEW THE PLANS?

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

CAN CORE MANAGEMENT APPROVE MY REQUEST?

Core Management acts as an independent third-party managing agent. We have no authority to review, approve or deny plans on behalf of the community association.

Our role is to make sure the application has been completed and submitted with your plans, a review fee/deposit check has been submitted (if applicable), material or color samples are provided and the correct number and size of plans have been submitted.

This information is then forwarded to the party responsible for reviewing plans on behalf of the community association.

Core Management also takes receipt of the plans back from either the committee and or third-party consultant and notifies the homeowner of the decision.



I have questions about my plans and the forms...



CAN CORE MANAGEMENT GIVE ME A DECISION OVER THE PHONE?

A review decision may entail certain amendments or specifications to a project. To avoid any miscommunication, Core Management has been directed to make all decisions made by either the committee and/or the hired consultant(s) in writing via e-mail or U.S. Post to the homeowner.

ARE MY PLANS RETURNED AFTER REVIEW?

If you would like to receive your submitted plans, please contact Core Management and we will make every effort to accommodate your request.

CAN MY CONTRACTOR CALL AND GET THE INFORMATION, OR PICK UP MY PLANS FOR ME?

Homeowners must provide written authorization for a specific person to receive information on their behalf. Core Management can only communicate with the homeowner. All decisions will be mailed to the homeowner's mailing address on file.

WILL CORE MANAGEMENT ASSIST IN ANY INTERPRETATION OF THE GUIDELINES?

While we will make every effort to assist the homeowner in the architectural process, there is no guarantee that we can provide guidance or interpret Architectural Guidelines for every community.

IF I MAKE CHANGES TO MY CURRENTLY APPROVED PLAN, DO I HAVE TO RE-SUBMIT?

Yes, if there are **ANY** changes to your approved plan, you **MUST** submit the modified plan for approval or seek an amendment approval by the architectural committee.

IF I AM JUST PAINTING MY HOUSE THE SAME COLORS, OR COMPLETING A "LIKE FOR LIKE" PROJECT, DO I HAVE TO SUBMIT A PLAN FOR REVIEW?

We always recommend homeowners to submit an architectural request for **ANY** exterior modifications. Many association's require architectural approval regardless of the project. Some associations do not require an architectural application to be submitted to repaint the existing color; however, you should refer to your Architectural Guidelines or CC&Rs for the answer to this question or contact your community manager for further guidance and assistance.

ARE SITE PHOTOS REQUIRED?

Depending on the request, it may assist to provide as much visual documentation within your submission to help aid the committee or consultant when reviewing your plans.

ARE THERE HARDSCAPE LIMITS?

Many communities place limits on the hardscaped and other non-landscape areas. You will need to review your specific Architectural Guidelines and/ or CC&Rs, which can be found in your *Resident Portal*.



Do I have to get my neighbor's approval?

WHAT IS A NEIGHBOR AWARENESS FORM?

Your community may require that you submit a *Neighbor Awareness Form* to notifying your neighbors that you plan to make modifications to your property.

While your neighbor cannot approve or deny proposed modifications, your neighbor should be notified of the proposed improvement and given the opportunity to make comments to you and/or the architectural committee.

WHY DO I NEED TO SUBMIT A NEIGHBOR AWARENESS FORM?

Many associations use this form to keep other homeowners informed of projects their neighbors may be proposing. By notifying your neighbors of the project, it allows the requestor the opportunity to modify a project if their neighbor has any concerns.

Some communities may not require this form. Please refer to your architectural guidelines and/or architectural application to determine if this form is required.

HOW MANY SIGNATURES ARE REQUIRED ON THE NEIGHBOR AWARENESS FORM?

Generally, you will need to have your neighbors directly sign off on the project depending on their vicinity to the project.

This may require neighbors on either side of your home, across the street and/or behind your home. Please review your architectural form or consult with your association manager if you are unsure.

Please note: In addition to the signatures on the Neighbor Awareness form, some associations may require you to obtain signatures on the plans themselves.

WHAT IF I LEAVE A SIGNATURE OFF THE NEIGHBOR AWARENESS FORM OR HAVE A NEIGHBOR SIGN OTHER THAN THOSE DESIGNATED BY LOCATION TO OUR HOME?

If your community requires a neighbor awareness form to be completed and submitted with your plan, your request may be denied or delayed if it is incomplete or not properly filled out.

If there is any reason why you believe there may be an issue notifying your neighbors, please contact your community manager for further guidance.

WHAT IF MY NEIGHBOR IS A RENTER?

If your neighbor is not an owner, you may indicate this on the form. You should also mail a letter via certified mail to the address to notify the owner of your intentions to modify the exterior of the property.

You should also include a copy of the letter and any tracking information with your application or neighbor awareness form to show that you acted in good faith and best practice to notify your neighbor of the project.

Following these steps, may help you avoid delays in your application being processed.



How do I complete my architectural request?

WHAT DO I DO ONCE MY PROJECT IS COMPLETE?

Once your project is complete, you need to submit a notice of completion form and attach photos of the improvements from all angles.

You can e-mail these photos in JPEG or PDF format, or mail hard copies, to Core Management . The photos should show set back requirements have been met (use a tape measure in your photo) and needs to show an overview of the improvements.

The committee and/or consultant(s) will take these photos and compare them against your plans to make sure all improvements were installed per your approved plan.

Some communities may require a visual inspection of the completed improvements.

In those cases, you will be contacted by the committee or consultant to make an appointment for the visual inspection.

WHERE DO I GET THE NOTICE OF COMPLETION FORM?

The notice of completion form will be included with your architectural packet or you may request it from your community manager.

IS IT DIFFICULT TO GET MY NOTICE OF COMPLETION SIGNED OFF?

If the project is completed in accordance to your approved plans and you have provided pictures of all your improvements, it should be a quick process.

If you didn't install part of your project, or your project is not complete this will cause a delay or denial in your notice of completion.

WHAT IF MY NOTICE OF COMPLETION GETS DENIED?

If you believe you completed your project according to the approved plans, you should submit a statement in writing to Core Management.

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 possibly assess fines, or file suit if you choose to ignore the notification to correct items.

Most CC&R's provide homeowners with 30 days to correct these issues. Failure to rectify any violations may result in the Board moving forward with hearings and fines and/or court action.

ONCE MY NOTICE OF COMPLETION IS APPROVED, WHEN WILL I RECEIVE MY DEPOSIT?

Community Associations typically cut checks twice a month. If you happened to obtain approval for your notice of completion right after a check run was issued, you may have to wait until the next payment cycle.

In that event, the refund of your deposit could take up to 45 days.