

ROSSMOOR PARK OWNERS ASSOCIATION
PROPERTY IMPROVEMENT APPLICATION
SUBMISSION STANDARDS CHECKLIST

Please make sure your application includes all of the required information, documentation and any attachments for your application to be considered in a timely manner, including:

1. Property Improvement Application
2. Neighbor Awareness Form
3. Complete copies of the proposed improvement plans

The application may be either:

- Emailed to: shannon.grynchal@seabreezemgmt.com (Seabreeze Management) or
- Mailed to:

Rossmoor Park Owners Association
Seabreeze Management, Inc.
26840 Aliso Viejo Pkwy, Suite 100
Aliso Viejo, CA 92656

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 Architectural Review Committee.

Applicant/Homeowner Name: _____

Property Address: _____

Mailing Address: _____

Phone: Cell: _____ Other: _____

E-mail: _____

GENERAL RULES

1. Approved application and plans by the Architectural Review Committee is required for any modifications. This will ensure any modifications or improvements do not jeopardize the safety or soundness of any structures,
2. Owners are responsible for obtaining any required building permits from the City of Seal Beach for any remodel or modifications. Building permits obtained are not considered a substitute for prior written Architectural Review Committee approval.
3. Owners are responsible for all maintenance, repair, replacement and restoration of their Unit and shall be held liable for any damage to any other Units and/or Common Area for which they, their guests, tenants and invitees are responsible. All maintenance and repairs shall be completed promptly by the party responsible for such.
4. No changes may be made to a prior application approval without the Architectural Review Committee assessment. A new application may be required based on any additional renovation requests.
5. The use of Common Area for any construction material is prohibited.
6. Failure to obtain the necessary prior approval from the Architectural Review Committee is a violation of the CC&R's and Rules and may require modification and/or removal of work at the expense of the homeowner.
7. Building materials shall not be stored on any Common Area, driveways, sidewalk, fire lanes, parking spots, etc.
8. Car parking spots may not be blocked or the vehicle may be subject to towing.
9. All trash/material must be removed by the contractor and not put in the HOA trash areas.
10. Vendors must abide by the parking rules onsite and only use the designated vendor parking areas. They may come in and unload but need to park outside if there is no parking inside. Towing rules will apply.
11. Hours of Operation – please inform your contractor of these hours with no exceptions. Monday through Saturday from 8:00am – 5:00pm. There is no work permitted on any Sundays or holidays..
12. Replacement windows must be white vinyl retrofit with no grids.
13. The patio/balcony concrete floors must remain as is for proper drainage and runoff.

You cannot install any permanent flooring such as tiles, astroturf, carpet, etc.

14. All applicable OSHA regulations must be strictly observed at all times.
15. All contractors must provide proof of workers compensation, liability insurance and valid professional license when required.
16. All work must be completed in 30 days. Any exceptions must be addressed to the Architectural Review Committee.
17. Please contact Shannon Grynchal at Seabreeze Management if you have further questions.

**OWNER WILL COMPLETE THE FOLLOWING FOR EACH
CONTRACTOR REQUIRED FOR THE IMPROVEMENT/S:**

FLOORING:

Minimum underlayment flooring requirements are: 11C-STC-65 or higher

Architects/Contractors Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Description of Improvements: _____

WINDOWS:

Must be white vinyl retrofit with no grids or other window decoration

Architects/Contractors Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Description of Improvements: _____

KITCHEN:

Cabinets, sink, appliances, etc;

Architects/Contractors Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Description of Improvements: _____

BATHROOM:

Cabinets, sink, tub, shower, etc; HOT MOPPING IS NOT ALLOWED

Architects/Contractors Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Description of Improvements: _____

OTHER:

Architects/Contractors Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Description of Improvements: _____

OTHER:

Architects/Contractors Name: _____

Company: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Description of Improvements: _____

ROSSMOOR PARK OWNERS ASSOCIATION PROPERTY IMPROVEMENT APPLICATION

This page to be completed by the Architectural Review Committee Only

The Architectural Review Committee response subject to notes on plan and Review Committee approval Checklist.

- ☐ APPROVED
- ☐ APPROVED WITH CONDITIONS NOTED _____
-
- ☐ DISAPPROVED WITH COMMENTS _____
-
- ☐ RESUBMIT ITEMS _____
-
- ☐ INCOMPLETE ITEMS _____
-

*The Architectural 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 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 Association's Design Guidelines and the Master Declaration.** The Architectural 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.** 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 Architectural Review Committee.*

Architectural Review Committee Signature or Authorized Representative:

	Date: _____
	Date: _____
	Date: _____

ROSSMOOR PARK OWNERS ASSOCIATION

NEIGHBOR AWARENESS FORM BY OWNER

The intent is to advise your neighbors who own property adjacent to, above and below and in the immediate vicinity of, your Unit (property) line or unit. Neighbors must sign this form and may add their comments in the space provided below. Each neighbor must also initial each set of plans. Signing this form does not denote approval of the plans. A neighbor's objection to the plans will not necessarily cause Committee denial of the plans if the plans comply with the Architectural Design Guidelines.

LEFT SIDE: _____ Neighbor Name _____ Lot # / Address _____ Signature _____ Comments _____ _____ _____ _____	YOUR UNIT #	RIGHT SIDE: _____ Neighbor Name _____ Lot # / Address _____ Signature _____ Comments _____ _____ _____ _____
ABOVE: _____ Neighbor Name _____ Lot # / Address _____ Signature _____ Comments _____ _____ _____ _____	YOUR UNIT #	BELOW: _____ Neighbor Name _____ Lot # / Address _____ Signature _____ Comments _____ _____ _____ _____

Additional comments if needed: _____

ROSSMOOR PARK OWNERS ASSOCIATION

NOTICE OF COMPLETION FORM BY OWNER

Owner shall complete the following:

Applicant Name: _____

Property Address: _____

Mailing Address: _____

Phone: _____ E-mail: _____

Description of Improvements: _____

If requested, Owner must submit photographs of all installed improvements/renovations.

Owner Statement:

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

Print Name

Date: _____

Signature

Mail complete packages to:

Rossmoor Park Owner Association – Architectural Review Committee
Seabreeze Management, Inc.
26840 Aliso Viejo Pkwy, Suite 100
Aliso Viejo, CA 92656

ROSSMOOR PARK OWNERS ASSOCIATION

NOTICE OF COMPLETION FORM

This portion to be completed by the Architectural Review Committee Only

The Architectural Review Committee conducted the Final Inspection by:

☐ Reviewed Homeowners
submitted photographs

☐ Conducted by site visit

The Architectural Review Committee recommends the following:

☐ APPROVED: Final inspection is complete and the Improvements are in substantial conformance with the approved plan 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. After all items have been corrected, submit to the Property Manager photographs of revised construction.

Items that must be complete/modify/remove: _____

Architectural Review Committee Signature or Authorized Representative:

_____	Date: _____
_____	Date: _____
_____	Date: _____