



Architectural Review Application

The architecture review process by the Park Vista Architecture Review Committee (ARC) exists to ensure that all exterior modifications or changes are aligned with the Homeowners Association's (HOA) Covenants, Conditions and Rules (CC&Rs) and the State of California's Davis Stirling Act. As this act states, "Maintaining a consistent and harmonious neighborhood character, one that is architecturally and artistically pleasing, confers a benefit on the homeowners by maintaining the values of their properties."

Please complete this application and supporting documentation.

Note: Incomplete applications cannot be processed and will be returned to the owner.

Homeowner Information	
Date	
Name	
Property Address	
Mailing Address	
Phone	
Email	

Description of the Proposed Change/Modification/Project

- Indicate the location of the proposed work: a home, a patio or a garage.
- Indicate if the proposed work includes a roof area.
- Describe the proposed work in detail. Include fences, front or back patio surface or covering, sidewalks, new or replacement windows or doors, air conditioners, solar panels installed on HOA roofs, conduit installed on home or garage exteriors, exterior lighting fixtures, gates, gutters, exterior shades, mailboxes, house numbers and door hardware.
- All proposals must include the specifications, nature, kind, shape, height, materials and location of the proposed alteration in writing.
- Include in writing any plans to demolish or remove existing HOA property or architectural features.
- Provide photos of the existing exterior showing the location of proposed improvements with indications of the changes.
- Provide plans, diagrams and elevation drawings at a minimum 1/8" = 1' scale of the proposed alterations.
- Provide swatches, samples of all materials, cut sheets of equipment to be installed, electrical wiring and conduit diagrams.
- Show HOA approved paint color to be used. Please specify other paint colors to be used, if applicable.
- Provide the selected bid(s) from licensed contractor(s).
- Provide estimated project start date, completion date and estimated construction time,
- Provide an estimated cost of the project.



Architectural Review Application (cont.)

Description of the Proposed Change/Modification/Project (continued)

Provide a detailed description below.

Architectural Review Application (cont.)

Complete Application Checklist

To ensure an application's timely response, please be certain you have included the following:

	Completed application form
	Description of work
	Photographs
	Site plan
	Elevation drawings
	Material samples
	Paint colors
	Contractor bid(s)
	Contractor license
	Certificate of Insurance
	City permits (if applicable)
	Neighbor acknowledgement (if required)
	Timeline
	Security deposit (if required)



Architectural Review Application (cont.)

Homeowner Acknowledgements

To the Architectural Review Committee (ARC) and Park Vista Board of Directors:

You are hereby advised that the above change/modification/project is proposed, and approval is requested.

Attached is a complete application, including all forms, plans, scaled drawings (minimum 1/8" = 1"), specifications, supporting documentation, contractor information, and other materials reasonably requested by the HOA for the proposed improvements.

I/We understand that building permits may be required by the City of Rancho Mirage, and that the responsibility of obtaining permits, costs of permits, and subsequent inspections will be borne by the applicant.

I/We acknowledge that:

1. **Review period.** The HOA will provide an application response within twenty-five (25) business days following receipt of a completed application. The ARC and/or Board may request additional information, revised drawings, engineering reports, samples, cut sheets or other documentation reasonably necessary to evaluate an application. The review period shall recommence upon receipt of the requested information.
2. **Written approval required.** No work can begin until written approval has been issued by the ARC, authorized under the governing documents. Verbal comments, discussions, preliminary feedback, or informal communications from any board member, committee member, manager, vendor or association representative shall not constitute approval.
3. **Committee recommendation/board authority.** The ARC shall review the application and make a recommendation to the Board of Directors. Final approval, denial, or request for modifications shall be made in accordance with the association's governing documents and architectural standards. Approval does not constitute an engineering or structural review, warranty or representation regarding safety, workmanship, suitability or code compliance of the proposed improvement.
4. **Encroachments.** No encroachments upon HOA Common Area, Exclusive Use Common Area, easements, utilities, drainage facilities or HOA-owned improvements shall be permitted without prior written approval of the Board of Directors and any governmental approvals that may be required.
5. **Financial responsibility.** All approved changes will be at the owner's expense and any damage to existing HOA property, neighboring property, HOA common areas, irrigation systems, utilities, walls, improvements and landscaping that occur as a result of this project are the sole financial responsibility of the property owner.
6. **Security deposit.** The Board of Directors may require a security deposit. The deposit must be on file prior to the start of any approved installation. The deposit may be used to repair damage, complete clean up, or correct non-compliant work, subject to HOA policy and applicable law.
7. **Permits and code compliance.** Owner is solely responsible for obtaining any required governmental permits, utility approvals, inspections and code compliance. Association approval does not constitute approval by any governmental agency, utility provider or other authority. If improvements are being built in an encroachment of the HOA common areas, city building permits must be provided to the HOA Board of Directors.

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- 8. Contractors, licensing and insurance.** All work must be performed by properly licensed and insured contractors where required by law. Prior to commencing construction of the proposed modification, proof of the contractor's insurance, bond and a copy of the contractor's license must be provided to Millennium Community Management. The Board may require certificates of insurance naming the HOA as an additionally insured where appropriate.
- 9. Construction rules and clean up.** All work shall comply with HOA construction rules, permitted work hours of 7:00AM-6:00PM Monday through Friday excluding holidays, access requirements, noise limitations, parking regulations and clean-up requirements. Prior to commencement of work, no materials or equipment may be stored on HOA common areas. No portable toilets or dumpsters may be placed on HOA common areas without Board approval. Common areas must be broom clean at the end of each workday. All materials, debris and equipment must be removed promptly upon completion of work.
- 10. Utilities, drainage and maintenance access.** The owner shall be solely responsible for locating underground utilities prior to excavation and shall repair any damage caused by construction. No improvement shall adversely affect drainage, grading, irrigation, neighboring properties or HOA areas. The improvements shall not interfere with the HOA's ability to access, inspect, maintain or repair HOA-owned property.
- 11. Commencement and completion of work.** Construction of the requested and approved modifications must begin within 45 days of receipt of written project approval. Completion of the approved modification must be within 180 days of written project approval. If commencement of work is delayed by more than 45 days, or if more than 180 days are required to complete the approved modifications, the applicant must provide the ARC with a detailed revised timeline of commencement and completion of the work.
- 12. Expiration of approval.** If work is not commenced or completed within the approved time periods, the approval shall expire unless extension has been granted by the HOA.
- 13. Inspection and corrections.** The HOA reserves the right to inspect the work during construction and upon completion to determine substantial compliance with the approved plans. Any work not completed in accordance with the written approval must be corrected at the owner's expense.
- 14. Denials, modifications and appeal rights.** If the application is denied or modifications are requested, the HOA shall provide written notice stating the reason for the decision and describing any available procedure for reconsideration or appeal, consistent with the HOA's governing documents and applicable law.
- 15. No precedent.** Approval of one application shall not constitute precedent or obligate the HOA to approve similar applications. Each application shall be reviewed based on its own facts, location, conditions and applicable governing documents.
- 16. Maintenance of the improvement.** Unless stated in writing, the owner assumes responsibility for the safety and maintenance of any approved modification. The obligations relating to maintenance, repair, replacement, liability and compliance with approved improvements shall run with the property and be binding upon future owners unless otherwise provided by the HOA in writing.
- 17. Notification of neighbors.** Owners shall notify neighbors in adjacent homes in writing that an application has been filed, and work will begin on a date, month, year.
- 18. Compliance with governing documents.** Owner acknowledges that approval is conditioned upon compliance with the HOA's CC&Rs, policies, architectural guidelines and all applicable laws.



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- 19. Stop work notice.** Work commenced without written approval or work that materially deviates from the approved plans may result in a “stop work” notice, enforcement action, fines subject to applicable law, suspension of privileges where permitted, or removal of unapproved improvements at the owner’s expense.
- 20. Emergency repairs.** Emergency repairs necessary to prevent immediate damage or protect life or property may proceed without prior approval, provided the owner notifies the HOA as soon as reasonably possible and submits an application for any permanent exterior changes.
- 21. Indemnification.** The owner agrees to indemnify and hold harmless the HOA, its Board of Directors, committee members, management, agents and representatives from any claims, damage, injury, loss, cost or expense arising from the proposed work, contractor activity, installation, maintenance or failure of the approved modification.
- 22. Acknowledgment Regarding Future Rules Change/Requirements.** Approval of an improvement does not exempt the owner from complying with future governmental requirements or future HOA maintenance obligations adopted in accordance with governing documents.

Homeowner Certification and Signature(s)

I/we certify that all information provided is true and complete, that I/we have read this application in its entirety, and that I/we agree to comply with all conditions of approval and the HOA’s governing documents. Failure to comply with these or any other of the above specifications will result in the nullification of this document and subsequent approval thereof.

Signature of Homeowner(s):	Date:

Submit this form.

Upload this application to AppFolio to the Architecture tab, or send this completed form and supporting documents to the Park Vista Homeowner Association Architectural Committee, c/o Millennium Community Management, Community Manager, 44901 Village Court, Suite C, Palm Desert, CA 92260 Fax: 760.610.1574



Architectural Review Application (cont.)

Park Vista Architectural Review Committee Recommendation

The Architecture Review Committee recommends that the Board of Directors:

Approve	Disapprove	Request Modifications
Comments/Reasons for Disapproval or Modification Request		

Date Reviewed by ARC	
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Two Signatures Required

HOA President	
ARC Chair	