

HOA #2 ARCHITECTURAL & LANDSCAPING PERMIT APPLICATION REQUIREMENTS

IN ORDER TO ENSURE A TIMELY ALC REVIEW OF YOUR LANDSCAPING PROJECT, THE FOLLOWING INFORMATION IS REQUIRED FOR EACH PROJECT:

ALC PERMIT APPLICATION: Completed and signed by the homeowner or their authorized agent.

PROJECT PLANS: Two copies showing homeowner names, unit and lot numbers, address and phone numbers on the plans. Such plans should consist of the following:

- **LANDSCAPING PLANS:** Provide a Site Plan which locates trees and bushes depicted at mature size with both botanical and common names.
- **HARDSCAPE PLANS:** Provide a Site Plan locating all items to be constructed such as patios, driveway extensions, ramadas, BBQ's, seat walls, pony walls, etc.

FIFTEEN DOLLARS (\$15.00) ADMINISTRATION FEE: Once application is approved. Make check payable to SBHOA #2.

BUILDING AND RESIDENCE MODIFICATIONS: Provide two copies of a site plan which locates all modifications as follows:

- **FLOOR PLAN** of all buildings with room dimensions.
- **ELEVATIONS** indicating construction materials and exterior color.
- **ROOF PLAN** indicating color and type of materials, including drainage.
- **COUNTY BUILDING PERMIT**, if one is normally required.

FULL LANDSCAPING MUST BE COMPLETED WITHIN 90 DAYS OF CLOSE OF ESCROW

Completed Permit Applications for full landscaping and major construction projects such as Casitas, golf cart garages, Ramadas, pools and room additions are to be turned in to the Mountain View administration office by noon on Wednesday for a preview by the ALC on Thursday. After the plans are previewed, a site preview will be performed. The homeowner will receive a phone call scheduling an appointment on the following Thursday for final review of the plans and issuing the permit.

Materials are not allowed to be placed on any street or vacant lot, all materials must be placed and stored on the homeowner lot.

Contractor signs are not allowed to be placed on any lot. Contractors shall have their ROC License # displayed in the street facing window no larger than 8-1/2"x11"

The Villas: Units 35 & 35A and Unit 50, must have all documents approved by their Board of Directors before a HOA2 ALC Permit may be issued.

<p>HOA#2 ALC Phone: (520) 879-4155 Email: askhoa2alc@sbhoa2.org</p>

[Revised: November 2020]

90-DAY PERMIT APPLICATION REQUIREMENTS

IN ORDER TO ENSURE A TIMELY ALC REVIEW OF YOUR LANDSCAPING PROJECT, THE FOLLOWING INFORMATION IS REQUIRED FOR EACH PROJECT:

ALC PERMIT APPLICATION: Completed, signed and initialed by the homeowner.

PROJECT PLANS: Two copies showing homeowner names, unit and lot numbers, address and phone numbers on the plans. Such plans should consist of the following:

- **LANDSCAPING PLANS:** Provide a Site Plan which locates trees and bushes depicted at mature size with both botanical and common names.
- **HARDSCAPE PLANS:** Provide a Site Plan locating all items to be constructed such as patios, driveway extensions, ramadas, BBQ's, seat walls, pony walls, etc.

TEN DOLLAR (\$10.00) ADMINISTRATION FEE: Either cash or check. Make check out to SBHOA #2.

BUILDING AND RESIDENCE MODIFICATIONS: Provide a site plan which locates all modifications as follows:

- **FLOOR PLAN** of all buildings with room dimensions.
- **ELEVATIONS** indicating construction materials and exterior color.
- **ROOF PLAN** indicating color and type of materials.
- **COUNTY BUILDING PERMIT**, if one is normally required.

FULL LANDSCAPING MUST BE COMPLETED WITHIN 90 DAYS OF CLOSING:

Completed Permit Applications for full landscaping and major construction projects such as Casitas, golf cart garages and room additions are to be turned in to the Mountain View administration office by noon on Wednesday for a preview by the ALC on Thursday. After the plans are previewed, the homeowner will receive a phone call scheduling an appointment on the following Thursday for final review of the plans and issuing the permit.

The Villas, Units 35 & 35A, must have all documents approved by their Board of Directors before a HOA2 ALC Permit may be issued.

All other projects will be considered by the Architectural and Landscaping Committee on Thursday mornings in the ALC meeting room.

The ALC will meet with the applicants by appointment either 9:00am to 10:00am, or 10:00am to 11:00am. Contact the ALC to schedule an appointment by calling or emailing at:

<p>HOA#2 ALC Phone: (520) 879-4155 Email: askhoa2alc@yahoo.com</p>
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Upon arrival, please sign in on the clipboard outside the meeting room.

[Revised: February 2019]

SaddleBrooke Villas Association Nos. 35, 35A Inc

Exterior Villas Modification Waiver

The SaddleBrooke HOA#2 (SBHOA#2) requires a permit for many modifications to a home. The SBHOA#2 Architectural Landscape Committee (ALC) requires that permit requests for the SaddleBrooke Villas Association first receive approval by the Villas Association representative.

Purpose: The purpose of this form is to inform the villas homeowner that their approved exterior modification(s) will be their responsibility to maintain, repair and replace as needed.

Note: copy of this form is submitted to the SBHOA#2 ALC

Unit _____ **Lot** _____ **Address** _____

Description for planned exterior modification:

I accept full responsibility for the maintenance of such modification(s) and hereby release the SaddleBrooke Villas Association from any maintenance responsibility and liability.

I am responsible for removing and replacing such modifications when notified in order to permit necessary maintenance or repairs.

The related maintenance responsibility for these exterior modifications will remain with the property when ownership is transferred. I understand that I should include this exterior maintenance responsibility in my property disclosure statement.

Date _____ Owner Name (print) _____

Owner Signature _____