

**THE POINTE AT NEWPORT RIDGE**  
**ARCHITECTURAL IMPROVEMENT APPLICATION**

Please complete and return this application, four (4) copies of your proposed improvement plans, and a deposit check. The neighbors who signed the "Neighbor Notification" form must sign all four (4) copies of your plans. The "Notice of Completion" form is to be submitted no later than forty-five (45) days after all improvements have been completed.

We regret that incomplete applications will not be processed and will be returned to the homeowner. To assure prompt consideration, review all submittal materials in their entirety before submitting your application.

Mail or deliver completed application with the deposit check to:

THE POINTE AT NEWPORT RIDGE ASSOCIATION  
C/O KEYSTONE PACIFIC PROPERTY MANAGEMENT, INC.  
16775 VON KARMAN, SUITE 100  
IRVINE, CA 92606

Name \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Description of desired improvements. (Details should include type and extent of improvements, materials, dimensions, photo examples and colors). **See Section IV-B of the Architectural Guidelines.** Use reverse side if desired.

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**EXTERIOR PAINTING REQUEST CHECKLIST**

Key Plan # \_\_\_\_\_

Color Placement Color Name and Number Attach Chip Here

Stucco/Body \_\_\_\_\_

Accent \_\_\_\_\_

Trim/Gutters \_\_\_\_\_

Patio Structures \_\_\_\_\_

Door/Shutter \_\_\_\_\_

Gates \_\_\_\_\_

Wrought Iron \_\_\_\_\_

Garage Door \_\_\_\_\_

**I UNDERSTAND AND AGREE THAT:**

1. No work shall commence until written approval of the Architectural Committee has been received.
2. The "General Condition of Approval" in Section III of the Architectural Guidelines shall apply to any approval.
3. I hereby represent and warrant to the architectural Committee and the Association that the plans and specifications submitted in connection with this application do not violate any governing provision of law, including but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 et seq.) or a building code or other applicable law governing land use or public safety.
4. I shall indemnify, defend and hold the Architectural Committee, each of its members, the Association and each of its officers and directors, the Architect and Managing Agent and each of its officers and directors (collectively, the "Indemnitees"), free and harmless from and against any damage, liability, or cost (including reasonable attorneys' fees and costs of defense) (collectively, "Claims") related to or arising in connection with this architectural application and the construction/installation of the improvements described herein, except to the extent such Claims are attributable to the negligence or willful misconduct of the Indemnitees."

Signature: \_\_\_\_\_  
HOMEOWNER DATE

**THE POINTE AT NEWPORT RIDGE**  
**NEIGHBOR NOTIFICATION**

Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding on the decision of the Architectural Committee and/or the Board of Directors of The Pointe at Newport Ridge Homeowners Association.

Facing, adjacent (having adjoining property lines) and impacted neighbors must sign below. The attached blueprints/plot plans were made available to the following neighbors for review and all four (4) copies have been initialed.

**NEIGHBOR:**

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Name	Address	Signature
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**NEIGHBOR:**

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Name	Address	Signature
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**NEIGHBOR:**

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Name	Address	Signature
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**NEIGHBOR:**

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Name	Address	Signature
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**NEIGHBOR:**

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Name	Address	Signature
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Neighbor's Comments: Additional comments may be included on the reverse side of this form or you may submit in writing any additional concerns or comments regarding the improvements of the property noted on this application to Keystone Pacific Property Management, (949) 833-2600.

**THE POINTE AT NEWPORT RIDGE**  
**SUBMITTAL CHECKLIST**

*TO BE COMPLETED BY THE MANAGEMENT COMPANY*

A description of what must be included on each of the blueprints/plot plans required below may be found in Section IV, B 1 through 6 of the Architectural Guidelines.

**ALL IMPROVEMENTS – must be included with any and all submittal requests.**

- \_\_\_ Deposit check of \$500.00 for paint schemes and other small jobs or \$1,000.00 for larger more extensive renovations made payable to “The Pointe at Newport Ridge”
- \_\_\_ Completed Architectural Improvement Application Form
- \_\_\_ Signed Neighbor Notification Form
- \_\_\_ Photos of the front, back and sides of the house.
- \_\_\_ This Submittal Checklist (pages 1-4)
- \_\_\_ 4 Sets of Blueprints/Plot Plans – initialed by neighbors  
(including engineering plans if applicable, refer to Article IV, Section B, 1 .C.)
- \_\_\_ 2 Sets of Material Samples. Must include product names and numbers.

**INTERIOR/EXTERIOR IMPROVEMENTS – may be included on blueprints/plot plans**

- \_\_\_ Details of room additions and/or conversions and roof plans
- \_\_\_ Floor Plans
- \_\_\_ Details of windows, exterior doors, trim, shutters including color and dimensions
- \_\_\_ Details of decks and/or stairs

**EXTERIOR IMPROVEMENTS**

- \_\_\_ Exterior Paint Applications (see page 2)
- \_\_\_ Exterior elevations
- \_\_\_ Details of gazebo, shade structures, trellis, and lighting
- \_\_\_ Details of fireplace  
(Note: upon completion, certificate letter of inspection for exterior fireplace)
- \_\_\_ Key Plan (all Paint Applications must include a complete key plan).
- \_\_\_ Benjamin Moore Paint Chips

**LANDSCAPE IMPROVEMENTS**

\_\_\_\_ Landscape plan – initialed by neighbors (may be included on blueprints/plot plans)

\_\_\_\_ Identify plant material (size, shape, and location)

\_\_\_\_ Details of decks, fences and walls, stairs and lighting

\_\_\_\_ Details of pool and/or spa and planter walls and hardscape

**THE POINTE AT NEWPORT RIDGE**  
**ARCHITECTURAL COMMITTEE APPLICATION**

*TO BE COMPLETED BY THE ARCHITECTURAL COMMITTEE*

Reviewed by the Architectural Committee: \_\_\_\_\_  
Date

( ) INCOMPLETE APPLICATION FOR THE FOLLOWING REASONS:  
RETURNED TO THE HOMEOWNER ON \_\_\_\_\_.  
Date

( ) APPROVED

( ) APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

( ) DISAPPROVED FOR THE FOLLOWING REASONS:

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

**COMMITTEE SIGNATURE:**

**DATE:**

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

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

**THE POINTE AT NEWPORT RIDGE**  
**NOTICE OF COMPLETION**

*TO BE COMPLETED BY HOMEOWNER UPON COMPLETION OF IMPROVEMENTS*

Upon completion of all approved architectural improvements, owners must complete and return this form within forty-five (45) days to the Management Company (see Section I, E of the Architectural Guidelines). Total Property Management will coordinate an inspection of the work to ensure that architectural improvements have been completed as per the approved plans. After the final inspection has been completed, any unused portion of the deposit will be returned to the homeowner. It is the responsibility of the homeowner to notify the Association that your improvements are completed and are ready to be inspected.

Notice is hereby given that, \_\_\_\_\_  
Owner(s) Name

the undersigned is/are the owner(s) of the property located at

\_\_\_\_\_  
Address

The architectural improvement on the described property was COMPLETED on

\_\_\_\_\_ in accordance with the Architect/Architectural Committee's written  
Date

approval of the plans submitted.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date