

GREAT  PARK
NEIGHBORHOODS™
Community Association

Welcome to Great Park Neighborhoods Community Association!

Please be reminded that new homeowners are required by the Association's CC&Rs to finish their initial landscaping, in accordance with the process defined by and plans approved by the Design Review Committee, within one year after the close of escrow date. In order to meet this deadline, homeowners are required to submit an architectural application to the Association's office for review, within 120 days after the close of escrow date.

Please take time to carefully read and understand the Association's Design Guidelines. It will assist you in understanding the Association's landscaping process and requirements. The Design Guidelines can be downloaded from the community website at www.gpngreatlife.com.

If there are specific questions regarding your landscape plans, you may make an appointment at the virtual Architectural Workshop to discuss with the reviewer directly. The workshop is held twice every month in the evening of the 1st and 3rd Tuesday. Each appointment is in 15-minute interval. To schedule an appointment, please visit www.gpngreatlife.com.

When your landscape plan is ready, please email a complete application to our Architectural Team at GPDesignReview.ca@fsresidential.com. A complete application shall include the following:

- Property Improvement Form (Form A-1)
- Neighborhood Notification Form (Form B-1, If you are unable to collect signature from any surrounding neighbors, please send certified letters and submit the certified mail receipts instead.)
- Owner's Solar Certification (Form A-3)
- Proposed Plans (Include the plant legend and materials to be used)
- Site Pictures of the entire proposed areas for improvements (clear pictures and in color)
- Two (2) checks for the Review Fee and Refundable Security Deposit (please refer to "Review Fee Chart" for the amounts) must be mailed or dropped off to the following address:

Great Park Neighborhoods
Attn: Design Review Team
120 Newington
Irvine, CA 92618

The forms and the Review Fee Chart can be downloaded at www.gpngreatlife.com

After the Architectural Team has verified all the documents and received the checks for the review fee and deposit, the application will be forwarded to the reviewer. A confirmation letter will be emailed to the homeowner. Please allow up to forty-five (45) days for the plan review. When the review result is ready, an official reply will be emailed to the homeowner.

Please be reminded that homeowners are not allowed to begin any installation until the plan can be approved. Disregard of the status of the landscaping process, homeowners are required to maintain their property at all time (e.g. removal of weeds). Heavy equipment or materials to be used during installation must not be placed in any common area of the Association. Any damages caused to the common area will be charged to the homeowners.

Be sure to visit www.GPNgreatlife.com to start working on your architectural application. Other useful resources, such as sample of approved plan, list of recommended contractors, and etc. can also be found there.

Once again, welcome to the Great Park Neighborhoods! If you need any further assistance, please email us at GPDesignReview.ca@fsresidential.com.

The Architectural Team
Great Park Neighborhoods Community Association

Professionally Managed by
FirstService Residential



GREAT PARK NEIGHBORHOODS COMMUNITY ASSOCIATION

Form A-1
Property Improvement Form

For official use:
Close of escrow
initial submittal with fee \$
1st re-submittal
2nd re-submittal
additional re-submittal with fee \$

Single Family Residence Home
Detached Condominium Home
Tract Name
Tract No. Lot

Property Address Homeowner's Name

Email Phone No. Signature

Mailing Address (if other than property address)

Contractor Name (if any) Company
Email Phone No.

IMPROVEMENTS BEING SUBMITTED: (Please check appropriate items)

ARCHITECTURAL

- Awnings, Shades
Antennae, Satellite Dishes
Solar Panels
Paint
Room Addition
Accessory Buildings/Storage Shed
Pool House, Cabana
Garage/Garage Door Improvements
Deck, Balconies
OTHER:

HARDSCAPE IMPROVEMENTS

- Flatwork
Walls, Fences, Gates
Patio Structures/Gazebo
Pool, Spa, Rockwork
Fountains/Ponds
Barbeques, Outdoor Kitchens
Fireplace, Fire Pit
Play Equipment, Sports Court
Garden Art, Statuary

LANDSCAPE IMPROVEMENTS

- Trees
Shrubs, Groundcover
Exterior Lighting
Synthetic Turf Grass

GRADING & DRAINAGE

- Grading
Drains

PLEASE NOTE: If you are resubmitting for corrections and are changing any portion of the previously approved plans, please describe it below. Reviewers will only review for corrections that were requested.

[OFFICE USE ONLY BELOW THIS LINE]

THE DESIGN REVIEW COMMITTEE HAS DETERMINED THAT THE ABOVE SUBMITTED IS:

- APPROVED
APPROVED WITH CONDITIONS
DISAPPROVED
INCOMPLETE

ADDITIONAL REVIEWERS COMMENTS:

GREAT PARK NEIGHBORHOOD DESIGN REVIEW COMMITTEE: (INITIALS) (DATE)

GENERAL REVIEW INFORMATION

1. Design Review Committee approval does not waive any Federal, State, or local regulation.
2. Design Review Committee approval does not constitute acceptance of any technical or engineering specifications, and Great Park Neighborhoods assumes no responsibility for such. The property Owner is responsible for all technical and engineering specifications. The Design Review Committee reviews for aesthetic purposes only.
3. **For new homes, submit initial front, rear and side yard plans within one hundred twenty (120) days of the close of escrow. Complete installation according to approved plan and obtain approval on Notice of Completion within twelve (12) months of the close of escrow.**
4. An oversight of a provision of the CC&Rs, or Design Guidelines, does not waive the rule. Corrections may be required.
5. Approval of drawing is not authorization to revise the original drainage system installed by the Declarant or Neighborhood Builder and approved by the County/City.
6. The use of your neighbor’s yard for construction access is not permitted unless the neighbor has given written consent, which includes a description of the access area. The use of property owned and/or maintained by the Master Association for construction access or storage is not permitted, unless authorized by the Master Association and the applicant signs a waiver of damage and posts a construction deposit for repairs of damage to property owned and/or maintained by the Master Association.
7. The property Owner is financially responsible for any repairs to property owned and/or maintained by the Master Association damaged by a property Owner’s project. The fine for damage to common area is \$750 plus the cost of repairs.
8. Building materials may not be stored on streets, sidewalks, Master Common Areas, or on Master Common Property owned and/or maintained by the Master Association. Streets may not be obstructed by construction equipment.
9. Approval of drawings is not authorization to proceed with improvements on any Lot other than the Lot reviewed by the Design Review Committee and owned by the applicant. All construction, reconstruction or alteration of any structure must take place wholly within and upon Lot owned by applicant.
10. Approval is subject to good landscape practices (e.g. proper spacing of trees, adequate drainage, and appropriate types of vines on walls).

Please refer to the **Great Park Neighborhoods Community Association Design Guidelines** for full and detailed requirements.

REVIEW FEE CHART (effective October 2022)

**Checks to be payable to “Great Park Neighborhoods”*

Type of Improvement	Scope of review	Review Fee*
Initial Submittal	Minimum required front and/or rear yard landscaping (not improvement features in Major Landscape category).	\$225.00
Major Architectural	Room additions and enclosed accessory structures. Including exterior changes that add massing or square footage, roof form modifications, balconies and enclosed accessory structures such as pool cabanas, playhouses or storage buildings or more than three (3) minor architectural improvement items. *This improvement requires (1) on-site NOC review.	\$450.00 *
Major Landscape	Initial landscape improvements with additional features such as pools, spa, patio covers, greenhouses, gazebo, water features, firepits, fireplace, outdoor kitchens and hardscape or more than tree (3) Minor Landscape Improvement items.	\$325.00
Minor Architectural	Minor exterior architectural changes. Including exterior color changes, window/door replacements, garage door replacement, solar equipment, AC condensers, awnings, shutters, satellite dishes, rain gutters, roof material/siding replacement, building lighting, etc.	\$225.00
Minor Landscape	Singular improvements of tree and plant material revisions, fire pit, spa, pool, outdoor kitchen, café/string lighting, etc.	\$225.00

-A refundable security deposit of \$200 is required for each property improvement application. A check for the deposit will be mailed back to owner when the NOC is approved.

-Review fees include one (1) initial plan, two (2) plan revision of the same proposed improvements, and one (1) Notice of Completion reviews.

-After two (2) plan revision reviews, each additional plan review for the same improvement will be subject to a re-submittal fee of 50% of the original review fee.

Additional NOC	After the first NOC review, each additional Notice of Completion review	\$50
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SUBMITTAL CHECKLIST

INITIAL PLAN SUBMITTAL

- Property Improvement Form (A-1, completed and signed by Owner)**
- Neighborhood Notification Form (B-1, signed by all surrounding neighbors. If neighbors are unavailable, please send certified letters to the owners and provide Certified Mail Receipts instead of signatures. Signature of tenant is not acceptable.)**
- Owner's Solar Certification (A-3, completed and signed by Owner)**
- Proposed Plans (Must include details of proposed improvements, e.g. size, design, color, plant names and materials, on each set of plans. Include location of Home on Lot and dimensions from lot line. Drawings must show affected elevations. Location of area drains must be included on plans. Refer to GPN Design Guidelines for requirements and details.)**
- Site Pictures (Clear, color, photographs of 4"x6" minimum in size. Must show all areas to be improved in the proposed plans.)**
- Review Fee***
- Security Deposit*** (Refund check to be issued and mailed to Owner when NOC is approved.)

PLAN RE-SUBMITTAL

- Property Improvement Form (A-1, completed and signed by homeowner)**
- Revised Plans (addressed all comments from the reviewer on the previously denied plans)**
- If applicable, additional Review Fee*.**

NOTICE OF COMPLETION (NOC) SUBMITTAL/RE-SUBMITTAL

- Notice of Completion Form (D-1, completed and signed by homeowner)**
- Pictures (Clear, color, photographs of 4"x6" minimum in size, showing all improvements per the approved plans.)**
- For NOC re-submittal, a check of \$50 for the additional review fee*.**

* Please refer to *Review Fee Chart* on Property Improvement Form (A-1) for details.

How and where to submit your application:

1. Download "Submittal Forms" from www.gpngreatlife.com/architectural-design-review.
2. Email application to GPDesignReview.ca@fsresidential.com (file size limit: 12MB)
3. Mail or drop off checks for Review Fee and Security Deposit to

Great Park Neighborhoods Community Association

120 Newington

Irvine, CA 92618

Attn: Design Review Team

4. A confirmation email will be sent to the owner when the application is accepted and processed.



Form B-1 Neighborhood Notification Form

I certify that I have notified the following neighbors of my proposed plans submitted to the Design Review Committee for review, and that the neighbors have signed on this form to confirm notification. For neighbors who are unavailable to sign on this form, **certified letters** were sent to their home informing them that my plans are available for review. The **certified mail receipts are attached** with this form as proof of notification. I understand that neighbor objections do not cause the denial of the proposed plans.

Rear Neighbor	Rear Neighbor	Rear Neighbor
_____ Name	_____ Name	_____ Name
_____ Address	_____ Address	_____ Address
_____ Signature	_____ Signature	_____ Signature
_____ Date	_____ Date	_____ Date

REAR OF HOME – COMMON AREA OR BACK YARD

Adjacent Neighbor	YOUR HOUSE	Adjacent Neighbor
_____ Name		_____ Name
_____ Address		_____ Address
_____ Signature		_____ Signature
_____ Date		_____ Date

FRONT OF HOME – YOUR STREET

Facing Neighbor	Facing Neighbor	Facing Neighbor
_____ Name	_____ Name	_____ Name
_____ Address	_____ Address	_____ Address
_____ Signature	_____ Signature	_____ Signature
_____ Date	_____ Date	_____ Date

Property Address: _____ Homeowner Name: _____

Date: _____ Signature: _____

Please email with complete application to GPDesignReview.ca@fsresidential.com



Form A-3
Owner's Solar Certification

I acknowledge that my Residence is subject to a Supplemental Declaration Establishing Solar Shading Covenants, Conditions and Restrictions (or other similarly named document) (a **"Solar Declaration"**) and that I have received and read a copy of the Solar Declaration. I also understand that the purpose of the Solar Declaration is to preserve direct access of sunlight to any solar energy system(s) installed on my neighbors' Residences and that I am responsible for complying with the restrictions set forth in the Solar Declaration. I further understand that under the California Solar Shade Control Act (California Public Resources Code Sections 25980 *et seq.*) (the **"Act"**) after a solar energy system is installed on a property, the owners of the neighboring properties must comply with the requirements of the Act to prevent unlawful shading of the solar energy system.

I certify that I have made a reasonable visual inspection from the streets of all of the Residences in my Neighborhood that are adjacent to my Residence and I have determined that (please check as applicable):

- None of the adjacent Residences has an existing roof mounted solar energy system; *or*
- At least one or more of the adjacent Residences has an existing roof mounted solar energy system.

If at least one or more of the adjacent Residences has an existing roof mounted solar energy system, I acknowledge and agree as follows: (i) if any of my proposed improvements being reviewed by the Design Review Committee are structural (e.g., room addition, *etc.*), I must provide the Design Review Committee with a certification from my architect that the structural improvements will not violate the restrictions set forth in the Solar Declaration; and (ii) if any of my proposed improvements consist of a tree or shrub, I am responsible, at my sole cost and expense, to maintain such tree and shrub in the future so that such tree or shrub does not violate the restrictions set forth in the Solar Declaration or violate the provisions of the Act. Such maintenance includes regular trimming and pruning.

I understand that if the Design Review Committee approves any proposed tree or shrub and I subsequently fail to properly maintain such tree or shrub, my neighbors will have the right to enforce the restrictions set forth in the Solar Declaration and the provisions of the Act against me. I also understand that the Great Park Neighborhoods Community Association (the **"Master Association"**) has no responsibility to enforce the Solar Declaration or the Act. This means, among other things, the following:

- The Master Association has no obligation to review and is not reviewing any proposed improvement plans for compliance with the Solar Declaration or the Act;
- The Master Association has no obligation to prune, trim or otherwise maintain any landscaping I install on my Residence for compliance with the Solar Declaration or the Act;
- The Master Association has no obligation to require me or any other owner to comply with the Solar Declaration or the Act; and
- The Master Association has no obligation to (and will not) become involved in any dispute that may arise between me and my neighbors under the Solar Declaration or the Act.

I understand that an approval by the Design Review Committee is not a determination that my proposed improvements comply with the Solar Declaration or the Act. I also understand that if it is later determined that the determination made by me as set forth above in this Owner Solar Certification is false (whether intentional, negligent or otherwise), any approval granted by the Design Review Committee for my proposed improvements may be declared null and void at any time and that I may be required to alter or remove the violating improvements at my sole cost and expense.

Property Address: _____

Name of Owner: _____

Signature of Owner: _____



Form D-1
Notice of Completion Form

Please check:

- First NOC Submittal
Resubmittal with \$50 review fee (please write check to "Great Park Neighborhoods")

- Single Family Residence Home
Detached Condominium Home
Tract Name
Tract No. Lot

Property Address Homeowner's Name

Email Phone Signature

Mailing Address (if other than property address)

Contractor Name (if any) Company

Email Phone No.

On (date), the improvement(s) on the described property was (were) completed in accordance with the plans and submittal package that was approved by the Design Review Committee. I am including color photographs of all the areas that have been improved (front, rear, and sides) with this form.

IMPROVEMENTS BEING SUBMITTED FOR COMPLETION REVIEW: (Please check appropriate items)

ARCHITECTURAL

- Awnings, Shades
Antennae, Satellite Dishes
Solar Panels
Paint
Room Addition
Accessory Buildings/Storage Shed
Pool House, Cabana
Garage/Garage Door Improvements
Deck, Balconies
OTHER:

HARDSCAPE IMPROVEMENTS

- Flatwork
Walls, Fences, Gates
Patio Structures/Gazebo
Pool, Spa, Rockwork
Fountains/Ponds
Barbeques, Outdoor Kitchens
Fireplace, Fire Pit
Play Equipment, Sports Court
Garden Art, Statuary

LANDSCAPE IMPROVEMENTS

- Trees
Shrubs, Groundcover
Exterior Lighting
Synthetic Turf Grass
GRADING & DRAINAGE
Grading
Drains

[OFFICE USE ONLY BELOW THIS LINE]

THIS NOTICE OF COMPLETION HAS BEEN:

- APPROVED
APPROVED, WITH CONDITIONS
DISAPPROVED

REVIEWER COMMENTS:

Four horizontal lines for reviewer comments.

GREAT PARK NEIGHBORHOOD DESIGN REVIEW COMMITTEE: (INITIALS) (DATE)