

EXHIBIT "A"
ARCHITECTURAL REVIEW COMMITTEE
HOME IMPROVEMENT FORM

Spinnaker Bay of Long Beach Home Owners Corporation
c/o Lordon Management
1275 Center Court Dr.
Covina, CA 91724
(626) 967-7921
email: clientcare3381@mylordon.com

X _____
Homeowner's Signature

Print Name: _____

Home Phone: _____

Work/Cell Phone: _____

Address:

Projects being submitted: (please check appropriate boxes below)

Start Date ____/____/____

Finish Date ____/____/____

Contractor _____

Contractor License Number _____

Contractor Contact Information _____

____ **Air Conditioner**

____ **Awnings**

____ **Patio Cover/Pergola**

____ **Lawn Only**

____ **Trees**

____ **Deck**

____ **Drains**

____ **Gutters**

____ **Spa & Equipment**

____ **Pool & Equipment**

____ **Relocation**

____ **Landscaping Front**

____ **Landscaping Side**

____ **Landscaping Back**

____ **Fence(s) or Walls Front**

____ **Fence(s) or Walls Side**

____ **Fence(s) or Walls Rear**

____ **Retaining Wall Extension**

____ **Paint**

____ **Windows**

____ **Sprinklers**

____ **Other** _____

Please fill in details below if not shown on plans:

Are existing improvements shown on plans? _____

Please provide photos or drawings to illustrate type and location of requested project.

Type of materials used: _____

Type of wood surfaces: _____

Color scheme: _____

Signed Impacted Neighbor Notification Statement attached? _____ Yes _____ No

Three copies attached (for complex projects): _____ Yes _____ No

Processing fee payable (for late submissions) _____ Yes _____ No

- Contractors must LEGALLY park in resident's driveway, guest parking on Spinnaker Bay Drive only. Contractors may not park on the "NO PARKING" side of Spinnaker Bay Drive.
- Owners are responsible for the actions or inactions of their contractor and the contractor's employees.
- Owners will be subject to fines by the SBHOC for violations by the SBHOC for violations of the CC&R's and Rules & Regulations of the SBHOC by their contractors.
- Excessive noise, for prolonged periods of time, must be kept to a minimum.
- Contractors must utilize noise reducing methods, (tarps, canopies, and/or equipment), for work that will produce excessive noise for prolonged periods of time.
- Demolition causing excessive noise levels may not be done on Saturdays and only between the hours of 8 am and 3 pm Monday through Friday. NO WORK OF ANY KIND MAY BE DONE ON SUNDAYS.
- Contractors must abide by all City of Long Beach Municipal Code requirements regarding unnecessary, excessive and annoying noise and vibration.

NOTE: Requests that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the County of Los Angeles and/or the City of Long Beach. The review by the ARC is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. Owner

Spinnaker Bay of Long Beach Home Owners Corporation
Architectural Guidelines Section I - Restated & Amended as of January 2018
may also need to acquire approval from the County of Los Angeles and/or the City of Long
Beach and other agencies for permission to encroach within public easements or rights-of-
way or other matters.

PLEASE DO NOT WRITE BELOW THIS LINE

IMPACTED NEIGHBOR NOTIFICATION

It is the intent of the ARC that neighbors be notified of any improvements which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the ARC's decision. Your signature is not an approval nor is it binding. This is only an acknowledgement that you have reviewed the attached Home Improvement Form and plans. If necessary, please state your concerns, with your signature, and submit same within ten (10) working days for the Architectural Review Committee's evaluation.

1. Definitions: Facing Neighbor; Adjacent Neighbor; and Impacted Neighbor.

Facing Neighbor:

Means the three (3) homes most directly across the street or yard.

Adjacent Neighbor:

Means all homes with adjoining property lines to the home in question.

Impacted Neighbor:

Means all homes in the immediate surrounding area which could be affected by the construction of any improvement.

2. Improvements Requiring Notification:

Any exterior improvements, whether or not requiring ARC approval, that may impact the neighbors in the community.

3. Statement:

An Impacted Neighbor Notification Statement (Exhibit-B) must be provided to the ARC together with the Home Improvement Form to verify that the neighbors have been notified about the proposed improvements. Failure to submit the statement may result in or denial of the request.

ARCHITECTURAL REVIEW

COMMITTEE

IMPACTED

NEIGHBOR NOTIFICATION STATEMENT

NOTE: PLEASE BE ADVISED THAT YOUR SIGNATURE IS NOT AN APPROVAL NOR IS IT BINDING. THIS IS ONLY AN ACKNOWLEDGEMENT THAT YOU HAVE REVIEWED THE ATTACHED PLANS. IF NECESSARY, PLEASE WRITE YOUR CONCERNS ON THIS STATEMENT WITH YOUR SIGNATURE FOR THE ARC's EVALUATION.

The attached plans were made available to the following neighbors for review

(attach additional form if necessary):

FACING NEIGHBOR:

Name	Address	Signature
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FACING NEIGHBOR

Name	Address	Signature
------	---------	-----------

FACING NEIGHBOR

Name	Address	Signature
------	---------	-----------

ADJACENT NEIGHBOR:

Name	Address	Signature
------	---------	-----------

ADJACENT NEIGHBOR:

Name	Address	Signature
------	---------	-----------

IMPACTED NEIGHBOR:

Name	Address	Signature
------	---------	-----------

IMPACTED NEIGHBOR:

Name	Address	Signature
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The neighbors have seen the plans I am submitting for Architectural Review Committee approval (see above verification). I understand neighbor objections do not in themselves cause denial. However, the Architectural Review Committee will contact the neighbors to determine their objections and their appropriateness, if necessary.

SUBMITTED BY:

Name: _____ Date: _____

Address: _____

EXHIBIT "C"
ARCHITECTURAL REVIEW COMMITTEE
NOTICE OF COMPLETION

Notice is hereby given that:

The undersigned is the owner(s) of the property located at

(Street & Number)

(City)

(Day Time Phone)

The following work of improvement on the described property was COMPLETED ON the _____ Day of _____, 20_____ in accordance with the ARC's written approval of the above Owner's plans and submitted request.

Description of Improvement: _____

Were any changes made from original Request? If so, describe:

Homeowner Name: _____

Signature of Owner: _____

Date: _____