

# CHABOT PARK HIGHLANDS HOMEOWNERS ASSOCIATION

## REQUEST FOR LOT REPAIR &/OR MAINTENANCE APPROVAL

Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Each homeowner is subject to these restrictions. City approval and permits may be required but do not constitute approval of Chabot Park Homeowners Association.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Please Print)

ADDRESS: \_\_\_\_\_ LOT NO. \_\_\_\_\_

PHONE: (Home) \_\_\_\_\_ Work) \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

### CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

The Applicant is responsible for assuring that the improvements authorized by the Association are located within the Applicant's property.

#### HOME REPAIR / MAINTENANCE:

- |   |                                       |  |   |
|---|---------------------------------------|--|---|
| <input type="checkbox"/> Play structure | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Fence Replacement | <input type="checkbox"/> Lighting           |
| <input type="checkbox"/> Skylights      | <input type="checkbox"/> Solar panels | <input type="checkbox"/> Satellite Dish    | <input type="checkbox"/> Antennae           |
| <input type="checkbox"/> Windows/Doors  | <input type="checkbox"/> Gates        | <input type="checkbox"/> Painting          | <input type="checkbox"/> Mail box enclosure |
| <input type="checkbox"/> Sculptures     | <input type="checkbox"/> Garage doors |  |   |

Other (specify) \_\_\_\_\_

#### LANDSCAPE REPAIR / MAINTENANCE:

- |  |   |   |                                       |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> FRONT YARD        | <input type="checkbox"/> BACK YARD        | <input type="checkbox"/> SIDE YARD      |                                       |
| <input type="checkbox"/> Landscape Upgrade | <input type="checkbox"/> Tree replacement | <input type="checkbox"/> Tree removal   | <input type="checkbox"/> Arbors/vines |
| <input type="checkbox"/> Hardscape         | <input type="checkbox"/> Landscape lights | <input type="checkbox"/> Water features |                                       |

Other (specify) \_\_\_\_\_

#### IF YOU ARE ONLY SUBMITTING A REQUEST TO CHANGE THE COLOR OF YOUR HOME OR RE-ROOF YOUR HOME WITH A DIFFERENT MATERIAL OR COLOR:

1. Enclose paint manufacturer color samples with this application.
2. Identify which paint samples apply to body of the house, trim/fascia and trim accent colors.
3. Enclose roofing brochure and identify which roof material you would like to use.

#### ALL OTHER IMPROVEMENTS:

1. Submit your scale drawings and plot plans to: Common Interest Management Services, 315 Diablo Road, Suite 221, Danville, CA 94526. Two (2) copies of plans must be submitted in order to forward to the ARC.

**NOTE:** Improvement work may not commence without written approval of the Chabot Park Homeowners Association. Please submit plans anticipating up to 30 days for review and comment by the Architectural Review Committee (ARC). Unauthorized improvements are subject to removal.

**CHABOT PARK HOA IMPROVEMENT APPLICATION (continued)**

2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc.) The Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner the 30-day approval time frame will suspend and then resume with receipt of additional information.
4. Depending on the improvement, the Association may solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors.
5. PLEASE NOTE: The City of Oakland requires approval of certain types of improvements. You may be required to get permits and other conditions may apply. The owner is solely responsible for fulfilling any municipal requirements.

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

\_\_\_\_\_  
Date

**DESCRIBE YOUR IMPROVEMENT IN DETAIL:**

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

**WHO IS YOUR CONTRACTOR?**

- I'm performing the work myself.  
 My general contractor is:

\_\_\_\_\_  
 My landscape contractor is:

\_\_\_\_\_

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