

## UNIVERSITY HILLS PROPERTY IMPROVEMENT APPLICATION

**I. OWNER INFORMATION**

NAME (Print) \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PHASE \_\_\_\_\_ LOT \_\_\_\_\_ START DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

**II. PROPOSED PROPERTY IMPROVEMENT DESCRIPTION**

_____ Air Conditioner	_____ Gazebo	_____ Play Equipment
_____ Awnings	_____ Greenhouse	_____ Pool Equipment
_____ Basketball Backstop	_____ Gutters	_____ Room Additions
_____ Common Area Modification	_____ Landscaping	_____ Spa Equipment
_____ Deck (Wood/Elevated)	_____ Painting	_____ Other
_____ Fence/Walls (Specify Material & Color)	_____ Patio Covers	

**Please insure that your plans include information listed below in section IV.**

**III. NEIGHBOR AWARENESS: \***

The neighbor's approval is not a condition to your plans being approved by the Homeowner's Representative Board. The intent is to advise your neighbors of your improvement by requiring their signature on the Property Improvement Application. No application will be considered complete until there is evidence neighbors have been advised of this application. Please have each party **initial** the **plans** and this **sheet**.

			Agree	Disagree
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>	<input type="checkbox"/>
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>	<input type="checkbox"/>
_____ Neighbor's Name (Print)	_____ Address	_____ Neighbor's Signature	<input type="checkbox"/>	<input type="checkbox"/>

**THE ABOVE AND ATTACHED INFORMATION IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\*Failure to obtain the above **Neighbor's Awareness** section could delay your request, as the HRB must notify your neighbor in writing of your intent and await a response or attendance at an HRB meeting.

**IV. ATTACHMENTS:**

PLEASE INCLUDE THE FOLLOWING INFORMATION ON YOUR PLANS.

- A. Location of residence on lot and dimensions from lot line (plot plan).
- B. Complete dimensions of improvements in relationship to home and lot line.
- C. Description of materials and color specifications.
- D. Drawing showing affected elevations.
- E. Types of trees and proposed location.

ATTACH DRAWING TO THIS FORM.

Please complete and include this application with two (2) sets of your proposed home improvement plans as stated above to:

**University Hills Homeowners' Representative Board  
22 Los Trancos Drive Irvine, CA 92612**

**GENERAL CONDITIONS**

**See University Hills Property Use and Maintenance Regulations and Architectural Guidelines for complete disclosure.**

1. University Hills architectural approval does not constitute a waiver of any requirements required by applicable governmental agencies.
2. All structural additions, i.e., patio Covers, spas, pools, room additions, gazebos, etc, require City of Irvine permit issuance.
3. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications and the Homeowners' Representative Board or its designate does not assume any responsibility for such. The function of the HRB is to review submittals as to aesthetics only. All technical and engineering matters are the responsibility of the owner.
4. Front and side yards require landscaping improvements within 6 months of the close of escrow.
5. An oversight of a Property Use and Maintenance Regulation or of a community policy does not constitute a waiver of the rule and, therefore, must be corrected upon notice.
6. City of Irvine ordinances require homeowners to maintain correct grades of lots so that water drainage does not flow onto adjacent properties or restrict off flow from same.
7. Access for equipment used in construction must be through your property only. Access over community property will be allowed upon special permits.
8. Streets may not be obstructed with objects or building materials that could be considered hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on the streets or sidewalks or community property without special permission.
9. City of Irvine building permits may be required for structural improvements.
10. Any damage to University Hills community property must be replaced or repaired by a University Hills subcontractor. All applicable charges for restoration will be charged back to the homeowner and is due and payable within 30 days from notification or assessment of penalties.
11. Approval of the plans is not authorization to proceed with improvements on any property other than the lot owned by the applicant.
12. Approved plans are not to be considered authorization to change the drainage as installed by the developer.
13. Changes to the common area slope must conform to the guidelines outlined in the Homeowner Alterations to Common Landscaping Guidelines.

APPROVED

REFER TO COMMITTEE  
Reason:

DISAPPROVED  
Reason:

\_\_\_\_\_  
Homeowners' Representative Board Member

Date\_\_\_\_\_

\_\_\_\_\_  
Homeowners' Representative Board Member

Date\_\_\_\_\_