



Home Improvement Application - Instructions

In accordance with the recorded covenants, conditions, and restrictions of the association, and to protect each individual lot owner's rights and values, it is required that any lot owner who is considering improvements of his deeded property to include, but not be limited to changing exterior paint colors, driveway extensions, patio covers, decks, outside buildings, fencing, building add-ons, etc., to submit the following to your homeowner's association **prior to initiating work on the planned improvements.** The time period in which the ACC must decide will begin when all materials have been submitted completely.

1. Complete the attached Home Improvement Request Form (Exhibit A)
2. ATTACH complete, detailed building plans and specifications to include other helpful data which will better enable the ACC to decide on your request (pictures, paint/color samples, material samples, etc).
3. Attach a plat map/site plan of your lot/home showing the location of the proposed improvements(s)
4. Complete the neighbor awareness form (Exhibit B). It is the intent of the Committee to consult neighbors on any Improvement which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a Improvement shall only be advisory and shall not be binding in any way on the Committee's decision.
5. Please refer to the CC&Rs and architectural guidelines for guidelines. If you have additional questions or concerns after reading the CC&RS/Architectural Guidelines, please contact Sona Property Management at info@sonamanagement.com or (909) 532-8388.
6. Once you have filled out the paperwork completely, including your property diagram, and any other requirements according to the CC&Rs, please mail (or fax/email, if no material samples are to be submitted) the application to the following:

Sona Property Management
P.O. Box 10, Upland, Ca. 91785
info@sonamanagement.com
Fax: (909) 912-8463

7. Once Sona Property Management receives the response from the ACC, a copy of the application (including the decision) is returned to the applicant. Should you disagree with the determination of the ACC, you have the right to request a hearing. The request for a hearing should be made in writing as soon as possible and sent to Sona Property Management.

HOME IMPROVEMENT APPLICATION (Exhibit A)

Date

Name

Home Phone

Address

Mobile Phone

Email

Describe
Project

Be sure to include the following items to the address/email/fax listed above

- ☐ This Completed Form
- ☐ 2 Sets of Drawings - Should include details of size, design, color and materials. Location of drains must be included on drawings. Names of plants should include the common name and not Latin names.
- ☐ Completed Impacted Neighbor Statement w/ signatures (Exhibit B)



Need a Sample?

Scan above or visit

www.sonamanagement.com/improvement.html

Do not write below this line (for ACC use only)

☐ **Approved**

☐ **Approved With Conditions**

☐ **Disapproved as Submitted**

☐ See notes on plans.

☐ Please see reverse for additional comments.

☐ Maintain existing drainage pattern or provide alternative drainage method.

☐ Do not pour concrete against existing fence.

☐ No raised planters against existing walls. (No more than 12 inches of soil retained)

☐ All new roofing material and angles must conform to existing.

Comments

Signature: _____

Date: _____

IMPACTED NEIGHBOR STATEMENT (Exhibit B)

FACING, ADJACENT AND IMPACTED NEIGHBOR NOTIFICATION STATEMENT

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

Impacted Neighbor

Name

Phone

Signature

Date

Impacted Neighbor

Name

Phone

Signature

Date

Rear



Your Home

Front

Impacted Neighbor

Name

Phone

Signature

Date

Impacted Neighbor

Name

Phone

Signature

Date

Impacted Neighbor

Name

Phone

Signature

Date

Impacted Neighbor

Name

Phone

Signature

Date

Impacted Neighbor

Name

Phone

Signature

Date

Submitted By

Address

My neighbors have seen the plans I am submitting for the Architectural Committee (AC) approval. If any neighbor has a concern, they should notify the management company in writing. Please note that the neighbor objections do not in themselves cause denial of the plans, however, those concerns may be considered by the ACC.

Signature: _____

Date: _____

EXHIBIT C

NOTICE OF COMPLETION

Notice is hereby given that: _____
Name

Is the Owner(s) of the property located at:

(Street & Number)

(City)

The work of Improvement on the described property was COMPLETED on the

_____ day of _____, 20____ in accordance with the

Architectural Committee's written approval of the above Owner's plans and application.

Please provide photographs of the completed improvements with this notice to the Architectural Committee.

Signature of Owner: _____

Date: _____