

SUGARLOAF HOMEOWNERS ASSOCIATION
Architectural Control Committee Project Approval Application Form

TO: Sugarloaf Homeowners Association DATE:
c/o PML Management Corporation
655 Mariners Island Boulevard, Suite 301, San Mateo, CA 94404

FROM: (Owner/Applicant)
Print Name Signature
(Property Address)

TELEPHONE: Home () Work ()

EMAIL:

Description of Project: See PAGE 2. If more space needed, attach separate sheet. Exterior modifications require 3 sets of plans/drawings. Roof replacements require sample of roofing material & color choice. Window replacements require color choice and material sample or brochure/web site info.

Exterior Paint Color Choice (if applicable to project):

Estimated Start Date: Estimated Completion Date

Signatures of homeowners located on both sides of proposed alteration/addition that notification of project has been made. In addition, for changes to exterior paint color scheme or roof material or roof color, all owners of units within the group of attached units including the affected property must sign indicating that they have been notified and are in agreement with the proposed change.

Name (Print & Signature), Address, Date

Name (Print & Signature), Address, Date

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FOR COMMITTEE and/or BOARD USE / RESPONSE

Please be advised that the Committee and/or Board have reviewed your request as referenced above. Your request is [] approved or [] is not approved* subject to city planning approvals.

* Recommended action:

Your neighbors and Association representatives thank you for your cooperation.

Committee Member, Date

Committee Member, Date

Committee Member, Date

IMPORTANT: Committee / Board approval is not deemed to be an approval of any plan or design from the standpoint of structural safety or conformance with building or other codes.

★ All changes to an approved application must be resubmitted for approval.★

**SUGARLOAF HOMEOWNERS ASSOCIATION
Architectural Control Committee Application/Approval Procedure**

Please submit Pages 1 and 2 of this form (keep a copy for your records) together with the plans, materials, samples, specifications, and description of the work to be done. Attach photographs and addresses of similar styles within Sugarloaf. All applications must be submitted and signed by the property owner. All applications must be signed, signifying notification of the work, by the homeowners located on both sides of the proposed project. In addition, for changes to exterior paint color scheme or roof material or roof color, all owners of units within the group of attached units including the affected property must sign indicating that they have been notified and are in agreement with the proposed change. Please note that replacement of windows for which the window frame color or style differs from the original black window frames or the current color/style must be submitted for approval.

For exterior building modifications: three sets of plans must be submitted which will be retained by the Association. Exterior remodeling projects require approval of the Sugarloaf Homeowners Association (SHOA) Board of Directors.

For exterior painting: homeowners have two options: the original 1980s colors, or the newer, 2002 Bob Buckter architectural color design. The Architectural Control Committee has examples of both. **Please note that neighbor signoff and ACC approval is required even for repainting in your home's original 1980s Kelly-Moore colors,** which are:

Stucco	Trim
26 Oyster	417 Oxford Brown
36 Navajo White	413 Loam
202 Doeskin	183 Mesa Brown
KM551M Camel Tan	200 Saddle Brown
	201 Eldorado Tan

Use of the 2002 colors requires coordination with your neighbors. Contact the Architectural Control Committee to check out the 2002 color board and instructions for placement of the

colors. Supply the chosen color scheme letter and name on the form. [Use our account number to get the wholesale paint price at the Kelly-Moore Paints store at 616 South B Street: **Sugarloaf Homeowners 912 SU5511**]

For replacement windows: where there is no change in the size, color, material or design, no application for approval is required. Changes in window size, color, material and/or design require approval of the SHOA Board of Directors. Owners are reminded that changes to windows are considered a major change that could influence window trim paint strategy.. See Exterior Paint Color Selection document for details.

For roofing projects: where there is no change in the material or the color, no application for approval is required. However, owners are advised to inform their neighbors on both sides of such roofing projects. Changes in color or material will require approval of the SHOA Board of Directors. A sample of the roofing material must be provided at time of application. Roofing material color must be consistent with the building trim color.

Owners are reminded that changes to roof coloration are considered a major change by the SHOA Board. House exterior paint color scheme is driven by roof color. As such, a change to roof color on one unit likely triggers the need for roof and paint color changes on all units within an attached group so as to maintain an appropriate degree of uniformity in architecture. The Board reserves the right to establish that all owners within an attached group are in concurrence with a proposed color scheme change and intend to conform to color scheme changes within a specified, reasonable period of time.

All changes to an approved application must be resubmitted for approval.

It is important to note that approval of this application does not denote approval from the standpoint of structural safety or conformance with building or other codes. The applicant or his/her contractor will be required, for all construction and roofing projects, to obtain the appropriate permits from the City of San Mateo. **The applicant is required to provide a copy of the permit and one copy of the City-approved drawings to the Association prior to commencement of the project.**

If approved project does not begin within 1-year from date of approval by the SHA a formal request for an extension must be made to the SHA. **When project is completed, the owner must notify SHOA for a final inspection of the project by the Association.**

The SHOA respectfully requests that, in planning their projects, applicants retain reliable contractors to perform the work. We strongly recommend that State of California licensed contractors be used and each homeowner insist proof of insurance protection be provided during the course of the work (including general liability and Workers Compensation Coverage). See <http://www.cslb.ca.gov/> for more information.