



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825  
 916.929.8380 / [nepenthe.hoa@fsresidential.com](mailto:nepenthe.hoa@fsresidential.com)

## HOME IMPROVEMENT APPLICATION

Date:	Phone:
Name:	Email:
Address:	House Model:

**What improvement are you applying for? One improvement per application, please.**

These items can be approved in management office:	These items require ARC & Board approval:
Front door, per criteria	Air Conditioner / Heat Pump Replacement*
Screen door, from approved styles	___ Check if emergency approval is needed
Garage exterior man door, per criteria	Window or Patio Slider Replacement*
Garage vehicle door, per criteria	Window – new construction*
Antenna/Cable/Satellite Dish installations	Window – Sunscreens
Mailbox from approved styles	Skylights or Solar Tubes
Mail Slot, if replacing or approved by Postmaster	Solar Roof Panels (Thermal or Electric) *
Chimney Cap	Gas Line and Meter
Ring or Other Video Doorbell	Shade Structure – Awnings, Sails, Etc.
Outbuilding / Shed	Trellis (Patio Cover), Garden Feature
<b>If you have an improvement not listed, describe it here:</b>	Patio Hardscape / Planter Boxes
	Patio Pool / Spa and Equipment
	Attic Exhaust Fans
	Roof Vents – Installations and/or Relocations
	Security Camera and/or Lighting
	Handrail

**\*An Additional form is required for this type of improvement**

**Attach the following items to your application:**

1. Floor Plan and House Model (available at clubhouse or [www.NepentheHOA.com](http://www.NepentheHOA.com)) of your model showing the location of the proposed improvement.
2. Brochure and/or Specifications for proposed items.
3. Your contractor’s proposal (prices may be blacked out).

**Please read and sign below:**

I have read the Architectural Guidelines (available at clubhouse or [www.NepentheHOA.com](http://www.NepentheHOA.com)) and understand that the approval timeline can take up to 90 days.

\_\_\_\_\_  
Signature Date

**The Architectural Review Committee recommends:**

<u>Approval</u>	<u>Approval with Conditions</u>	<u>Disapproval</u>
-----------------	---------------------------------	--------------------

Chair: \_\_\_\_\_ Date: \_\_\_\_\_

The Board of Directors will review for final approval at their next open session on \_\_\_\_\_ .



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825  
916.929.8380 / [nepenthe.hoa@fsresidential.com](mailto:nepenthe.hoa@fsresidential.com)

## HOME IMPROVEMENT NOTICE OF COMPLETION

**Homeowner: Submit this completed form to the Nepenthe Office within 2 weeks of completing the changes you have requested. Your application is not final until the office receives this form and the work has been approved.**

Name	
Address	
City	
Phone	
Email	

Date Architectural Application was submitted: \_\_\_\_\_

The work for this property that had previously been submitted to the Architectural Committee (ARC) and approved by the Board was completed on:

\_\_\_\_\_

We followed the work plan submitted and any restrictions or changes indicated by the ARC or Board of Directors of Nepenthe Association.

### **COLOR PICTURES OF THE COMPLETED IMPROVEMENT ARE REQUIRED WITH NOTICE OF COMPLETION**

**\*\* If you are unable to provide color photos, please contact office for assistance\*\***

Please describe below the work that was completed:

Signature of Owner: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
**The Architectural Review Committee:**

Reviewed Work on _____	____ Approval	____ Disapproval *
------------------------	---------------	--------------------

*Reason for Disapproval:
--------------------------

ARC Chair/member Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## HVAC Replacement Questionnaire

**Ask your Contractor to answer the following questions:**

1. Is this an Emergency Replacement (current unit not operable)?
2. Will outdoor compressor replacement be located in the same location as the old unit? If no, please describe.
3. Are existing refrigerant lines to be reused or replaced? If replaced, please describe.
4. Does any additional wiring and/or conduit need to be added? If yes, please describe.
5. Does a fence need to be modified to allow adequate circulation of air around unit? If yes, please describe.
6. Provide dimensions of the new outdoor compressor.  
Width \_\_\_\_\_ Depth \_\_\_\_\_ Height \_\_\_\_\_



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825  
916.929.8380 / nepenthe.hoa@fsresidential.com

## HVAC Replacement Questionnaire

**IMPORTANT NOTICE:** Per the Nepenthe Architectural Criteria, any new outdoor compressor unit shall be located in the same location as the existing compressor unit which it is replacing. All refrigerant piping, wiring and electrical conduit shall be reused or replaced by new lines concealed under exterior siding. No refrigerant piping, wiring or electrical conduit shall be attached to exterior siding.

**CONTRACTOR's NAME** \_\_\_\_\_ **License#** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**I understand that even though my contractor has signed this form, I am solely responsible for ensuring that these improvements meet the Nepenthe Architectural Criteria.**

**HOMEOWNER** \_\_\_\_\_ **Date** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Signature** \_\_\_\_\_