



Nepenthe Association, 1131 Commons Drive, Sacramento, CA 95825
 916.929.8380 / 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
If you have an improvement not listed, describe it here:	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) 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) 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>
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Chair: _____ Date: _____

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



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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 *
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*Reason for Disapproval:

ARC Chair/member Signature: _____ Date: _____

Nepenthe Window or Patio Slider Replacement Supplemental Questionnaire

This questionnaire will help you understand the Architectural Criteria, ask questions of your contractor, and provide information needed for timely Review Committee endorsement and final Board approval.

Homeowner Name:		Address:	
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PLEASE NOTE: Per Nepenthe Architectural Criteria (Sections 26-27), any new window or patio slider must have an outside appearance that is similar to the original 1970's Blomberg frame in having minimal exterior frame exposure, block frame trim shape and non-decorative style – and match existing fixed configurations for fixed glass panels or sliding/gliding fractional or half-side vents. Exterior window and slider frame color shall be a dark bronze or dark walnut shade. Glass shall be clear, low-E allowed.

- ▶ No double-hung, casement/awning hinged, or jalousie windows
- ▶ No window design grid (muntin/grill) patterns
- ▶ No decorative bullnose, craftsman, brickmold or similar decorative frame trims
- ▶ No colored glass tinting, coating or film application
- ▶ No reflective/mirrored glass appearance
- ▶ No frosted privacy or decorative pattern appearance

Ask your contractor to assist you in providing answers in each of the gray boxes:

CONTRACTOR INFORMATION

Business name?		Phone #?	
Contact name?		Email address?	
Is contractor licensed and insured?		Is window installer & contractor the same?	
Has contractor explained and complied with 2016 CA Title 24 Energy Code requirements?			
Has contractor explained & complied with safety/tempered glass Building Code requirements?			
Has contractor previously installed replacement windows in Nepenthe (attach addresses)?			

SCOPE OF PROPOSED HOME IMPROVEMENT PROJECT

Are all windows/sliders to be replaced? <i>If no, must attach list of new windows/sliders and indicate on floor plan those to be replaced</i>	
Will window fractional/half side vents (moveable section) configuration remain as original? <i>If no, must attach simple drawing of each reconfigured window, showing moveable (marked X) and fixed (marked 0) sections (per Nepenthe Architectural Criteria #26.1 through 26.4)</i>	
Will patio slider replacement be the same configuration? <i>If no, or if replacing with hinged door or window, must attach elevation drawing</i>	

PROPOSED REPLACEMENT PRODUCTS

Sliding/fixed window manufacturer?		& style?	
Frame material?		& color?	

Greenhouse window manufacturer?		& style?	
Frame material?		& color?	
Patio sliding door manufacturer?		& style?	
Frame material?		& color?	
<i>Must attach brochure/photo sample of proposed products</i>			

(Please complete second page of this questionnaire)

Nepenthe HOA Window or Patio Slider Replacement Supplemental Questionnaire
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CONTRACTOR INSTALLATION METHOD FOR REPLACEMENT

(retrofit and/or new construction)

PLEASE NOTE: Retrofit windows are designed for installation into the existing outer aluminum frames within the walls. The contractor does not have to remove any home exterior materials, and replacement windows are measured to fit into the existing outer frame. Replacement patio sliders and new construction windows require removal of the existing outer frame nailed to the home structure.

- ▶ Not allowed are flush fin (aka Z-bar) retrofit window frames nailed onto face of house siding

For patio slider replacement, the contractor/homeowner is responsible for:

- ▶ Replacing any newly exposed dry rotted structural framing (e.g., slider bottom wood plate)
- ▶ Reattaching wood trim pieces identical in size, material and paint color as the original.

For new construction replacement windows, the contractor/homeowner is responsible for:

- ▶ Removing exterior materials and nailing new window frame fins to exposed studs
- ▶ Replacing any newly exposed dry-rotted structural material (e.g. sill wood plate, trim)
- ▶ Installing new window flashing and replacing any damaged weather barrier material
- ▶ Reinstalling siding and trim that is identical in size, material and paint color as the original

CONTRACTOR METHOD OF INSTALLATION AND SEALING

for sliding/fixed windows?	
for greenhouse window?	
for patio sliding doors?	
for retrofit windows, has contractor explained sealing between window and existing frame?	

MAINTAINING NEPENTHE MINIMAL EXTERIOR FRAME EXPOSURE

What will be the window frame exposure (frame width between exterior wood trim & glass/glazing) for:					
Frame top?		Frame sides?		Frame bottom?	
For stacked windows where a major horizontal piece is required to combine two windows, what will be the window frame exposure between the upper and lower glass/glazing?					

- ▶ Select a contractor that is committed and will take the time to comply with Nepenthe criteria.
- ▶ Because SMUD rebates are DOUBLED for electrically heated homes, consider participating in its "Home Performance Program" for a comprehensive approach to energy efficiency.

HAVE YOU ATTACHED THE FOLLOWING?*yes/no*

1. Contractor address list of prior Nepenthe homeowner window installations.	
2. If a partial windows/sliders replacement, floor plan indicating those to be replaced.	
3. If proposing reconfigured window vents, simple drawing indicating moveable and fixed window sections, as well as fractional size (e.g., $\frac{1}{2} \times \frac{1}{2}$ or $\frac{1}{4} \times \frac{1}{2} \times \frac{1}{4}$ or $\frac{1}{3} \times \frac{2}{3}$).	
4. If glass slider replacement with hinged door or window, exterior wall elevation drawing.	
5. Manufacturer brochure or sample photos of proposed replacement products.	

If you need Architectural Review Committee guidance prior to submitting your Home Improvement Application and supplemental questionnaire, please contact the Nepenthe office and request a referral.

Nepenthe HOA (June 2017)