



## 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 ( <b>Questionnaire Required with application</b> )   |
| Screen door from approved styles                                | ___ Check if emergency approval is needed (for HVAC)   |
| Garage exterior man door per criteria                           | Window or Patio Slider Replacement ( <b>Supplemental Questionnaire required with application</b> )<br>___ Check if security concern<br>If Yes, Please explain: _____ |
| Garage vehicle door per criteria                                | Window – new construction  |
| Cable/Satellite Dish installations                              | Window – Security Features/Bars  |
| Mail Box from approved styles                                   | Window – Sun Screens   |
| Mail Slot, if replacing or approved by Postmaster               | Skylights or Solar Tubes   |
| Chimney Cap   | Solar Roof Panels (Thermal or Electric) ( <b>Solar Energy System Installation Legal Agreement and Exhibit B required</b> )   |
| <b>If you have an improvement not listed, describe it here:</b> | Gas Line and Meter   |
|   | Shade Structure – Trellis, Awnings, Sails, Etc.  |
|   | Trellis – Floral Support / Garden Feature  |
|   | Patio Hardscape / Planter Boxes  |
|   | Patio Pool / Spa and Equipment   |
|   | Attic Fans   |
|   | Vents – Installations and/or Relocations   |
|   | Security Camera and/or Lighting  |
|   | Hand Rail  |
|   | Fence Relocation   |
| Outbuilding / Shed  |  |

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

1. Floor Plan (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:**

|              |                              |                 |
|--------------|------------------------------|-----------------|
| ___ Approval | ___ Approval with Conditions | ___ Disapproval |
|--------------|------------------------------|-----------------|

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

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

NEPENTHE ASSOCIATION  
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   |  |

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

The work for this property was 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: \_\_\_\_\_

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**The Architectural Review Committee:**

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

\*Reason for Disapproval:

ARC Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_