



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 – Screens
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:

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Signature of Owner: _____

Date: _____

The Architectural Review Committee:

Reviewed Work on _____	____ Approval	____ Disapproval *
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*Reason for Disapproval:

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ARC Chair/member Signature: _____ Date: _____