



HOME IMPROVEMENT APPLICATION

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

One improvement per application, please.

These items can be approved in Management Office:	
☐	Front door, per criteria
☐	Screen door, from approved styles
☐	Garage exterior man door, per criteria
☐	Garage vehicle door, per criteria
☐	Antenna/Cable/Satellite Dish installations
☐	Mailbox, from approved styles
☐	Mail Slot, if replacing or approved by Postmaster
☐	Chimney Cap
☐	Ring or Other Video Doorbell

These items require ARC Review & Board Approval:	
☐	Air Conditioner / Furnace/ Heat Pump Replacement* (see <i>Rules for Home Improvement</i> for complete list)*
☐	___ Check if emergency approval is needed
☐	Window or Patio Slider Replacement*
☐	Window – New construction*
☐	Window – Sunscreens
☐	Skylights or Solar Tubes
☐	Solar Roof Panels (Thermal or Electric)*
☐	Gas Line and Meter
☐	Shade Structure – Awnings, Sails, etc.
☐	Trellis (Patio Cover), Garden Feature
☐	Patio Hardscape / Planter Boxes
☐	Patio Pool / Spa and Equipment
☐	American Flags/Flagpoles (specifying size, color, location, and construction materials for the flagpoles or flagstaffs)
☐	Attic Exhaust Fans
☐	Roof Vents – Installations and/or Relocations
☐	Security Camera and/or Lighting
☐	Handrail
☐	Shed

***An Additional form is required. Request Forms from the Nepenthe Office.**

****Installation of windows, skylights, solar panels, heating or cooling system, gas lines and meters, and patio pools, require copy of the City building permit (or screenshot of City's website). ****



Call the Office if you have an improvement you want to make that is not on this list. A member of the Architectural Review Committee will be assigned to work with you on your request.

You Must 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 item and a summary statement and explanation. Inclusion of a detailed diagram/schematic is highly recommended.
3. Your contractor's proposal (prices may be blacked out).

The Nepenthe Office will review the application for completeness, sign and submit it to the Architectural Review Committee within two days of submission.

Except for emergency heating and air conditioning, applications not submitted seven days before the scheduled monthly ARC meeting may not be approved until the following ARC monthly meeting.

Please sign below.

I have read the above **Rules for Home Improvements** and agree to provide them to the installation contractor and ensure that all criteria are met. I understand that the approval timeline can take up to 90 days.

Print name

Date

Resident's Signature

Acceptance acknowledged:

Nepenthe Office
General Manager

Date

Upon review, the Architectural Review Committee recommends:

____ Approval	____ Approval with Conditions	____ Denied
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Chair: _____ Date: _____

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