



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 _____.

Option 1



Architectural Mailboxes 6200B-10 Oasis Jr. Locking
Post Mount Mailbox, Black

Option 2



Solar Group RSKB0000 Curbside Locking
Mailbox

Option 3



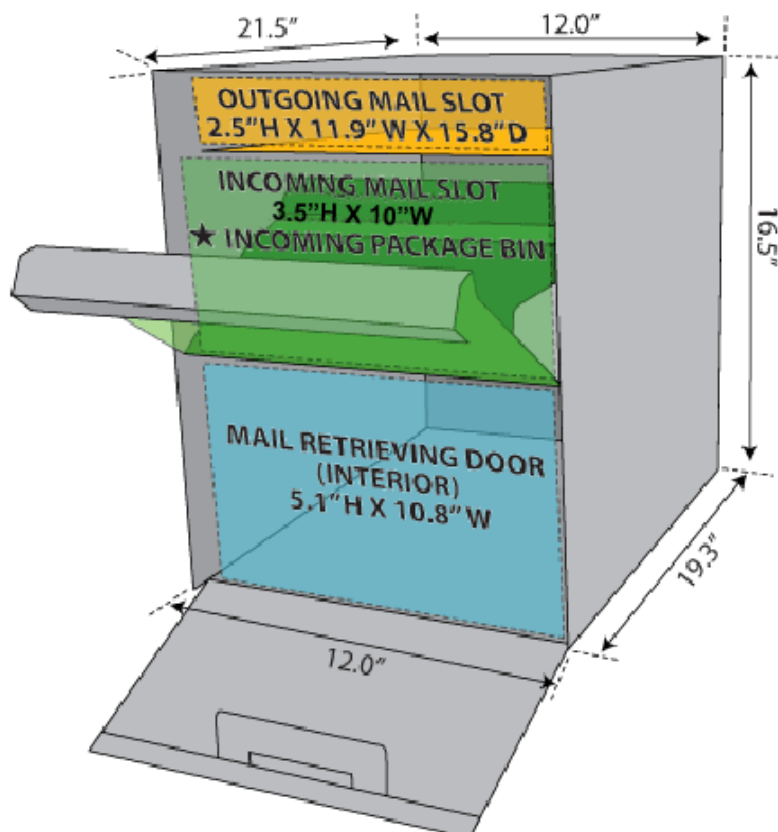
Solar Group WM16KB01 Large Lockable
Decorative Mailbox, Black

Mail Boss Package Master Commercial Locking Mailbox Black



Mail Boss Package Master Commercial Locking Mailbox Black

The Mail Boss Package Master™ Commercial Locking Mailbox is the ultimate security mailbox for receiving small packages and parcels and securely storing weeks of mail. This extra-large capacity mailbox features patented "Mail Shield" technology, so unlike with other bin-mailers, your mail and packages are safe from fishing. Perfect for those who need to receive small packages such as prescriptions by mail. Durable powder coated finish. The Package Master™ commercial mailbox has one 2.5"H x 11.9"W x 15.8"D outgoing mail tray, one 1.25"H x 10.5"W incoming mail slot, an incoming package bin, a 5.1"H x 10.8"W mail retrieval door, and includes 7-pin high security tube lock with 3 keys for security. Hardware included. Posts sold separately.



★ Variable: Accepts packages 3.5"-4.5" H x 3.5"-4.5" W x 10.5" L

Product Specifications

WIDTH INCHES	12
DEPTH INCHES	21-1/2
HEIGHT INCHES	16-1/2
COLOR FINISH	Black
ASSEMBLY	Assembled
BRAND	Mail Boss
CONSTRUCTION	12/14-Gauge Galvanized Welded Steel, Stainless Steel Hinges
MANUFACTURERS PART NUMBER	7206
OPENINGS	2
PACKAGE QUANTITY	1
SERIES	Package Master
STYLE	Standing Package Mail Box
TYPE	Front Access
WEIGHT LBS	52
CERTIFIED/APPROVED	USPS Approved
LIMITED WARRANTY	