



# Architectural Improvements Application

**See Operating Rule 6 for specific Architectural Rules and Standards.**

Available at [www.summerset2.org](http://www.summerset2.org) or in the orange folder on the Clubhouse bulletin board counter.

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

Owner Address: \_\_\_\_\_ Duet ☐ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Resident (if not Owner) Name: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_ - \_\_\_\_

Planned Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Planned Completion Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Owner Signature: X \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The following adjoining/nearby affected neighbors have been notified:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: X \_\_\_\_\_ Signature: X \_\_\_\_\_

Comments: \_\_\_\_\_ Comments: \_\_\_\_\_

*\*Note to affected Owners: If you have any questions or concerns regarding this project, you must contact the Architectural Committee within (5) days of this application.*

## Choose One Section: Improvement/Change (A), Exterior Painting (B), or Solar (C)

Please be advised that this Committee approves only the aesthetic aspects of your plans, and is not responsible for compliance with Building Codes or Standards, structural integrity, etc. Please submit the completed form by placing it in the Architectural Committee drawer in the Clubhouse or the Clubhouse drop-box. The Architectural Committee has a maximum of forty-five (45) days to review and reply. Completed projects require a Notice of Completion form to be submitted to the Architectural Committee with the Owner's signature. Owners should obtain permits as required by the city.

☐ **Section (A): Improvement/Change Requested** Please attach detailed drawing of change(s) and product pictures. (Example: fence, door, landscape, etc.)

---

---

☐ **Section (B): Exterior Painting** Approved paint color schemes are in the Paint Books in the Clubhouse Office. Color schemes can also be viewed on the website.

Paint Scheme Number: \_\_\_\_\_ Body Color: \_\_\_\_\_

Trim Color: \_\_\_\_\_ Accent Color (optional): \_\_\_\_\_

☐ **Section (C): Solar Conduit/Accessories**

### Architectural Committee Use Only:

Approve: \_\_\_\_\_ Denied: \_\_\_\_\_

Committee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Reason for denial: \_\_\_\_\_

SUMMERSET AT BRENTWOOD II ASSOCIATION  
SUMMARY OF PROCEDURES FOR ARCHITECTURAL REVIEW

Article 8 of the Declaration of Covenants, Conditions, and Restrictions (“CC&Rs”) delineates the process for making exterior changes to a residence. **Refer to CC&Rs Article 8 “Architectural Approval for complete process information. See Rule 6.1 for complete Architectural Rules.** The summary below (including CC&Rs Article numbers) is provided for your convenience.

1. **Prior Architectural Committee approval is required for any** exterior modifications including painting **(8.1).**
2. If prior **approval is not obtained**, the Board may proceed in accordance with the provisions in 8.20 **(8.15).**
3. Rule 6.1 Architectural Rules and its Exhibits supplement the CC&Rs **(8.2).**
4. **OPTIONAL** Preliminary Consultation with Architectural Committee (“Committee”) prior to submitting an application **(8.6).**
5. Obtain an application packet from Office Administrator (“Office Admin”) or access on our website; submit completed application with documentation (as required) to the Committee. Incomplete applications will be returned to the Owner **(8.7).**
6. The Committee may charge a reasonable fee for the professional review of an application **(8.8).**
7. Within **forty-five (45) days** from the date of submission, the Committee considers the application and decide in good faith, and will not be unreasonable, arbitrary, or capricious **(8.10 & 8.11).**
  - A. The Committee grants the requested approval if the application is complete, and the proposed work conforms to the current Architectural Rules.
  - B. The Committee disapproves applications requesting or needing a variance.
  - C. The Committee notifies the Owner of its decision in writing.
8. If disapproved due to a variance issue, Owners may re-submit the application to the Board of Directors (“Board”); the Owner shall be entitled to consideration of the request by the Board **(8.12 & 8.13).**
9. If the Committee or the Board fails to notify the Owner of a decision within **forty-five (45) days** of a submitted application, the Owner may invoke internal dispute resolution **(8.14).**
10. Within **ninety (90) days** of receipt of written approval, work must commence **(8.16).**
11. Within **six (6) months** all approved work must be completed; the date may be extended if completion is impossible due to issues beyond the control of the Owner **(8.17).**
12. Upon the completion of the work, the Owner must complete and submit a “Notice of Completion” to the Committee **(8.18).**
  - A. Within **sixty (60) days** of receiving the notice, the Owner must cooperate with the Committee to inspect the work to determine if it substantially complies with the granted approval.
  - B. If the Committee fails to notify the Owner of a non-conformity **within sixty (60) days**, the work shall be deemed to be in accordance with the granted approval.
  - C. If the Owner fails to submit a Notice of Completion, the Board may proceed with the Failure to Remedy Non-Conformity **(8.20).**
13. If the Committee finds that the work does not substantially conform with the granted approval, it must notify the Owner in writing before the end of the **sixty (60) day** period. The Owner has **thirty (30) days** to remedy the non-conformity **(8.19).**
14. If the Owner fails to remedy the non-conformity, the Committee will notify the Board in writing, and the Board will set a date for a hearing **(8.20).**
15. Approval of any application will not constitute a waiver of the Board’s right to withhold approval of any similar plan, drawing, specification, or matter submitted for approval for the same or any other Lot.
16. Owners are required to obtain all permits and governmental authorizations, if any **(8.23).**