

**Secluded Valley Homeowners Association
PO Box 1441
Lafayette, CA 94549-1441
Updated June, 2024**

Dear SVHOA Homeowner,

The Board of the Secluded Valley Homeowner's Association adopted this Architectural Project Guide to Assist Homeowners understand and comply with the requirements that govern our Association concerning Construction, Modification or Change-of-Status Projects on their property.

The Guide is Easy-to-Follow and provides a one-stop compendium of the applicable areas over which our Association has jurisdiction. It is structured for the Homeowner to fully describe their proposed project. If necessary, it also provides the Homeowner an opportunity to meet with the Architectural Committee to clarify any questions under consideration before it renders a decision. The Committee of three must render a project decision by majority rule. If the Architectural Committee fails to approve the project, the Homeowner may request the project be referred to the entire Board for a final decision. There is a great effort to work with each Homeowner and render a decision in a timely and expeditious manner.

Under CC&R's the SVHOA should be the first step in any proposed project. In many cases it will be the only necessary step. By working with the SVHOA Board, if the project is approved, it may provide the homeowner with greater leverage should any other Public Agency approval be needed for finalization.

Should any proposed project be constructed without SVHOA approval, or without any applicable Public Agency permit and approval, it could very well result in a requirement that the project be removed or torn down. Shortcuts clearly place those projects in great jeopardy. PLEASE DON'T LET THIS HAPPEN TO YOU!

As your SVHOA Board we are here to assist you through this process. What you need to do is simply take the first step whenever a project is being proposed and follow the SVHOA Guide and Application process. The President of the Homeowner's Association will be happy to review the Guide & Application Process with you in detail. He may be contacted at svhoa_board@googlegroups.com If you have any further questions, you do have a means of further communication. This process should speed your proposed project to a reality sooner, rather than later.

THANK YOU FOR YOUR FULL COOPERATION. WE ALL ARE HOMEOWNERS AND WE WANT TO CONTINUE TO MAKE OUR NEIGHBORHOOD A WONDERFUL PLACE TO ENJOY AND RESIDE

If you have additional questions please contact the Architectural Committee at svhoa_architecture@googlegroups.com

**Eliot Hudson
President, SVHOA Board of Directors**

SECLUDED VALLEY HOMEOWNERS ASSOCIATION (SVHOA)
INSTRUCTIONAL GUIDE FOR HOMEOWNER PROJECTS

PART I

A. BACKGROUND: In April 1973, the Secluded Valley Homeowner’s Association Articles of Incorporation was originally filed by the builder and certified by the State of California. In March 1981, the Secluded Valley Homeowners Association Board of Directors was formed and the CC &R’s and By-Laws became legal binding documents for all SVHOA homeowners. Later, the State of California enacted Governing Laws such as the Davis-Stirling Act, which imposed additional legal conditions on Homeowner Associations. This law generally overrides any conflicting provisions within our Governing Documents. Since SVHOA is located within Contra Costa County, the County’s Building Codes and procedures are also applicable for projects that are within their jurisdiction. Additionally, approvals may be required by the City of Lafayette for homes within its boundaries.

B. HOMEOWNER REQUIREMENTS: SVHOA CC &R ARTICLE VI states: “ No buildings, fence or other structure shall be commenced, executed or maintained upon the properties, nor shall exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, material, colors and locations of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three or more representatives appointed by the Board. In the event said board, or its designated committee, fails to approve or disapprove such design and location with thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with. No fence or wall shall be erected, placed or altered on any lot nearer to any street than the minimum building setback line unless similarly approved. Nothing in this article shall preclude the requirement for meeting all applicable government codes.”

C. PROCEDURAL STEP BY STEP GUIDE: To provide further clarity, a Guide for assisting the homeowners has been developed to assist the homeowners to determine if any proposed project falls within the scope of SVHOA or any other regulatory agency. The guide provides assistance as an aid, if you are constructing, changing or modifying your property. The Guide will help to sort through the compliance issues with applicable codes, laws and restrictions. The Guide will be further updated as any new factors become pertinent or germane to our Association. When submitted, the Architectural Project Application is a written Legal Contract and therefore time must be taken to carefully complete the application with thoughtfulness and deliberation.

PART 2

**CONSTRUCTION, MODIFICATION AND REPLACEMENT PROJECTS
CONSISTING OF THE FOLLOWING AREAS ARE WITHIN THE
JURISDICTION OF THE SVHOA:**

- 1. STRUCTURAL ADDITIONS (1st, 2nd or 3rd Floors)**
- 2. A NEW SEPARATE PERMANENT STRUCTURE e.g. Rec./ Pool Room; Storage Shed**
- 3. NEW WINDOWS, REPLACEMENTS FOR EXISTING WINDOWS, SIDING, OR DOORS**
- 4. ROOF REPLACEMENT (Under certain conditions)**
- 5. FENCING**
- 6. RECOLORING THE EXTERIOR SURFACES**
- 7. EXTERIOR HARDSCAPING**
- 8. EXTERIOR LIGHTING: (Under certain conditions)**
- 9. LANDSCAPING: (Under certain conditions)**
- 10. ANTENNAE**

PART 3

AN EASY-TO- COMPLETE HOMEOWNER/PROPERTY CHANGE OF STATUS SVHOA APPLICATION FORM

An easy-to-complete Change of Status Application Form is provided for all homeowners to utilize, whenever a project under the jurisdiction of the SVHOA is proposed. Once completed, **the application needs to be forwarded by mail or email to your SVHOA Board PRIOR to any commencement of the project.** Once the Board/Architectural Committee receives a fully complete application, the homeowner will be notified. Action by the Architectural Committee will be prompt. However, if questions are raised by the project and the Architectural Committee is not unanimous in its decision, the project will then be submitted to the entire SVHOA Board. If the full Board were needed, it would be at the next regular meeting, or if the 30-day time limit would be exceeded, an emergency meeting would be called. If, for any reason, the time exceeds 30 days, which starts from the date of receipt of the complete application, then by our governing documents, the project would be automatically deemed approved.

It should be noted that SVHOA APPROVAL DOES NOT SUPERSEDE any other applicable agency such as CONTRA COSTA COUNTY or THE CITY OF LAFAYETTE as well as their building codes and permit processes. The Homeowner MUST SEEK and GAIN APPROVAL FROM ALL APPLICABLE AGENCIES PRIOR TO COMMENCEMENT OF ANY PROJECT. If the permit process is not followed, then the County, City of Lafayette or other public agencies may require the project to be torn down and removed, especially if a project requiring a permit was constructed without a legal permit.

THE GOOD NEWS IS PROJECTS FALLING SOLELY WITHIN SVHOA JURISDICTION, A DECISION WILL BE PROMPT AND TIMELY. By planning ahead, it will streamline the process to assist you with your compliance obligations. **Additionally, having obtained SVHOA approval will both help and benefit your project if you are required to seek any other public agency approval.** The Architectural Committee will make every attempt to fair, thorough, impartial and expeditious.

THANK YOU FOR YOUR SUPPORT AND HELPING TO MAKE OUR SECLUDED VALLEY HOMEOWNER ASSOCIATION AND NEIGHBORHOOD A WONDERFUL PLACE TO RESIDE AND ENJOY.

PROCEED TO PART 4

PART 4

SVHOA HOMEOWNER EASY-TO-COMPLETE APPLICATION
SUBMITTAL FORM

NAME OF PROPERTY OWNERS

ADDRESS OF PROJECT

Email Address _____ **Phone # for Communications** _____

Date Proposed Project to Begin _____ **Completed** _____

PROPOSED APPLICABLE PROJECT AREA(S)

Please check the following Project Applicable Area(s) and circle the appropriate choices:

1. () **Structural Additions: (1ST) (2ND) (3RD)**
2. () **New Separate Permanent Structure (s): e.g. Rec. or Pool Rooms or Storage Shed**
3. () **Windows/Siding: (Replacement) (New Additional Windows)**
4. () **Roof Replacement: (Same Color/Style/Texture)**
(Change of Color/Different Style/Texture)
5. () **Fencing: (New) (Replacement) (Other)**
6. () **Recoloring/Restaining: (New) (Same as existing)**
7. () **Exterior Front Yard Hard-Scaping: (New) (Replacement)**
e.g. Cement Work, Pavers, Water Ponds, Retaining Walls
8. () **EXTERIOR LIGHTING: (New) (Replacement) (Other)**
9. () **LANDSCAPING: Area includes sight-distance issues with trees or shrubs interfering with foot or vehicular traffic from other vehicles.**
10. () **ANTENNAE: Areas include: (TV antennae) (CB Band) (Sat Dish)**

Proceed to the Applicable Follow-on Pages(s) to Complete Your Application. Choose Only Those Applicable for Your Project

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #1

ADDRESS OF APPLICANT

PHONE

EMAIL

1. STRUCTURAL ADDITIONS: (1ST) (2ND) (3RD) FLOORS

Must provide a copy of all plans and specs for review by the SVHOA Architectural Committee include the Name/Company of your Licensed Contractor.

Licensed Contractor Company

Please describe your overall project:

Date proposed

Project to Begin _____ Completed _____

Have you applied for a building permit: (Yes) (No)

Which Public Agency will you apply to: _____

You are strongly encouraged to review your project with your surrounding neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

YOU MUST HAVE SVHOA APPROVAL PRIOR TO SUBMITTING AN APPLICATION TO A PUBLIC AGENCY. ONCE A FULLY COMPLETE APPLICATION HAS BEEN PROVIDED TO SVHOA, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions, which may arise. Please Circle (Yes) (No)

Submitted on _____
Date

Homeowner Signature

Homeowner Signature

A Homeowner may submit an application either by email to: svhoa_board@googlegroups.com or, mailed to:

SECLUDED VALLEY HOMEOWNER'S ASSOC.
P.O. BOX 1441
LAFAYETTE, CA 94549-1441
ATTN: ARCHITECTURAL COMMITTEE

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #2

ADDRESS OF APPLICANT PHONE EMAIL

2. NEW SEPARATE PERMANENT STRUCTURE (S): e.g. Permanent Recreation or Pool-Room;
Storage Shed

Must Provide a copy of all plans and specs for review by the SVHOA Architectural Committee. Include the Name/Company of your Licensed Contractor: _____

Licensed Contractor Company

Please describe your overall project:

Date proposed project to Begin _____ Completed _____

You are strongly encouraged to review your project with your surrounding neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Which Public Agency will you apply to: _____

Have you applied for a building permit: (Yes) (No)

YOU MUST HAVE SVHOA APPROVAL PRIOR TO SUBMITTING AN APPLICATION TO A PUBLIC AGENCY. ONCE A FULLY COMPLETE APPLICATION HAS BEEN PROVIDED, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions, which may arise. Please Circle (Yes) (No)

Submitted on _____
Date

Homeowner Signature

Homeowner Signature

A Homeowner may submit an application either by email to: svhoa_board@googlegroups.com
or, mailed to:
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P.O. BOX 1441
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ATTN: ARCHITECTURAL COMMITTEE**

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #3

ADDRESS OF APPLICANT

PHONE

EMAIL

3. WINDOWS/SIDING/DOORS: (Replacement) (New)

Replacing windows with the exact same color scheme, pattern, size, and style. If only upgrading to provide for better insulation this is exempt from SVHOA jurisdiction. If they are different, then it is under SVHOA jurisdiction. If siding is being replaced with different siding, it comes under the SVHOA. Jurisdiction. If it is the same coloration and texture, it is exempt.

If you are changing doors, that it comes under the SVHOA jurisdiction. If your project adds some new windows and openings that are new to the existing residence/structure, it is under SVHOA jurisdiction. Please describe your project:_____

The name of the company selected to install the windows/ siding:

You are strongly urged to review your project with your surrounding neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Date proposed project to **Begin:**_____ **Completed:**_____

Have you applied for a building permit: (Yes) (No)

Which Public Agency will you apply to: _____

YOU MUST HAVE SVHOA APPROVAL PRIOR TO SUBMITTING AN APPLICATION TO A PUBLIC AGENCY. ONCE A FULLY COMPLETE APPLICATION HAS BEEN PROVIDED, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise. Please Circle (Yes) (No)

Submitted on _____
Date

Homeowner Signature Homeowner Signature

A Homeowner may submit an application either by email to: svhoa_board@googlegroups.com or, mailed to:

**SECLUDED VALLEY HOMEOWNER'S ASSOC.
P.O. BOX 1441
LAFAYETTE, CA 94549-1441
ATTN: ARCHITECTURAL COMMITTEE**

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #4

ADDRESS OF APPLICANT

PHONE

EMAIL

4. ROOF REPLACEMENT:

Same Color, Style & Texture is not under SVHOA jurisdiction.

Different Color, Style or texture is under SVHOA jurisdiction.

e.g. New roof: replaces a wood shingle roof with a different texture and or style such as a composite roof gray in color is under SVHOA jurisdiction.

Please describe your overall project:

Please provide descriptive literature on your new roof to the Architectural Committee.

You are strongly encouraged to review your project with your surrounding neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Date proposed project to Begin

Completed

YOU MUST HAVE SVHOA APPROVAL PRIOR TO SUBMITTING AN APPLICATION TO A PUBLIC AGENCY. ONCE ALL MATERIAL HAS BEEN PROVIDED TO THE SVHOA, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

Have you applied for a building permit: (Yes) (No)

Which Public Agency will you apply to: _____

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise.

Please Circle (Yes) (No)

Submitted on _____

Date

Homeowner Signature

Homeowner Signature

A Homeowner may submit an application either by email to: svhoa_board@googlegroups.com or, mailed to:

SECLUDED VALLEY HOMEOWNER'S ASSOC.
P.O. BOX 1441
LAFAYETTE, CA 94549-1441
ATTN: ARCHITECTURAL COMMITTEE

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #5

ADDRESS OF APPLICANT

PHONE

EMAIL

5. FENCING: (New) (Replacement) (Other)

Name of Owner Address

Name of Sharing Neighbor(s) Address

The project entails replacing a current 6 ft wire fence with a 6 ft wooden fence to provide for more security and privacy. The project entails replacing a 6 ft wooden fence with a 6 ft wooden fence. The project involves replacing a hedge with a fence. These examples are all under SVHOA jurisdiction. Please describe your project: _____

You are strongly encouraged to review your project with your sharing neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Does the homeowner reside at an intersection or on a blind curve. (Yes) (No)

Date proposed project to Begin _____ Completed _____

(Contractor) (Handyman) (Other) will install the fence: (please indicate)

Signature of Owner Dated

Address

Signature of Sharing Owner Dated

Address

YOU MUST HAVE SVHOA APPROVAL PRIOR TO COMMENCING YOUR PROPOSED PROJECT. ONCE A FULLY COMPLETE APPLICATION HAS BEEN PROVIDED TO SVHOA, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise.

Please Circle (Yes) (No)

Submitted on _____

Date

Homeowner Signature

Homeowner Signature

Homeowner may submit an application either by email to: svhoa_board@googlegroups.com or, mailed to:

SECLUDED VALLEY HOMEOWNER'S ASSOC.

P.O. BOX 1441

LAFAYETTE, CA 94549-1441

ATTN: ARCHITECTURAL COMMITTEE

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #6

ADDRESS OF APPLICANT

PHONE

EMAIL

6. RECOLORING THE EXTERIOR SURFACES/SIDING

A Project that modifies or refreshes any of the existing exterior surfaces/ siding coloration including with the same colors are under the SVHOA jurisdiction.

Please describe your project:

Please provide copies of the colors you selected to the Architectural Committee.

You are strongly encouraged to review your project with your neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Will you have a Licensed (Painting) Recoloring/ Siding Contractor? (Yes) (No)

Name of Licensed Company/Contractor

If no, please describe who will recolor the project area? _____

Date proposed project to Begin _____ Completed

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise. Please Circle (Yes) (No)

Submitted on _____

Date

Homeowner Signature

Homeowner Signature

YOU MUST HAVE SVHOA APPROVAL PRIOR TO COMMENCING YOUR PROPOSED PROJECT. ONCE A FULLY COMPLETE APPLICATION HAS BEEN PROVIDED TO SVHOA, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

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SECLUDED VALLEY HOMEOWNER'S ASSOC.

P.O. BOX 1441

LAFAYETTE, CA 94549-1441

ATTN: ARCHITECTURAL COMMITTEE

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #7

ADDRESS OF APPLICANT PHONE EMAIL

7. EXTERIOR HARD-SCAPING

e.g. Project consists of installing in the FRONT YARD: pavers, new cement, retaining walls, water ponds, tennis court, basketball court, or other elevated structure etc. are under SVHOA jurisdiction.

Any elevated structure in the BACKYARD HIGHER THAN 8FT is within the jurisdiction of SVHOA.

Please describe the proposed project: _____

Date Proposed Project to Begin Completed _____

YOU MUST HAVE SVHOA APPROVAL PRIOR TO SUBMITTING AN APPLICATION TO A PUBLIC AGENCY. ONCE ALL MATERIAL HAS BEEN PROVIDED TO SVHOA, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

You are strongly encouraged to review your project with your neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Have you applied for a building permit: (Yes) (No)

Which Public Agency will you apply to: _____

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise.

Please Circle (Yes) (No)

Submitted on _____

Date

Homeowner Signature

Homeowner Signature

A Homeowner may submit an application either by email to: svhoa_board@googlegroups.com or, mailed to:

SECLUDED VALLEY HOMEOWNER'S ASSOC.
P.O. BOX 1441
LAFAYETTE, CA 94549-1441
ATTN: ARCHITECTURAL COMMITTEE

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #8

ADDRESS OF APPLICANT

PHONE

EMAIL

8. EXTERIOR LIGHTING

This area concerns Projects consisting of Raised Stand-Alone Lighting Standard(s) over 8ft in height for Basketball, Tennis Courts or Swimming Areas for night or evening use.

The installation of bright or LED lights that illuminate the front or backyard for use in the evening hours or throughout the night for security purposes.

These examples are within the jurisdiction of the SVHOA.

Please describe the proposed project: _____

You are strongly encouraged to review your project with your neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Will you have a Licensed Contractor? (Yes) (No)

Name of Licensed Company/Contractor _____

If no, please describe who will install the project lighting? _____

Date proposed project to Begin _____ Completed _____

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise.

Please Circle (Yes) (No)

Submitted on _____

Date

Homeowner Signature

Homeowner Signature

YOU MUST HAVE SVHOA APPROVAL PRIOR TO COMMENCING YOUR PROPOSED PROJECT. ONCE A FULLY COMPLETE APPLICATION HAS BEEN PROVIDED TO SVHOA, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

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SECLUDED VALLEY HOMEOWNER'S ASSOC.

P.O. BOX 1441

LAFAYETTE, CA 94549-1441

ATTN: ARCHITECTURAL COMMITTEE

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM # 9

ADDRESS OF APPLICANT

PHONE

EMAIL

9. LANDSCAPING: under certain conditions.

The planting of trees, larger shrubs and hedges in the front yard away from the residence and near the street particularly on blind curves and intersections and are located in such a manner as to pose sight distance issues are within SVHOA jurisdiction.

Landscaping of the front yard is typically not under SVHOA jurisdiction. Those yards are exemplified with trees and large shrubs located near the house mainly providing shade for the residence and curb appeal. No retaining walls are allowed under this applicable project area. For retaining walls please use item #7.

Please describe the project: _____

Do you live at an intersection or on a blind curve? (Yes) (No)

You are strongly encouraged to review your project with your neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

YOU MUST HAVE SVHOA APPROVAL PRIOR TO COMMENCING YOUR PROPOSED PROJECT. ONCE A FULLY COMPLETE APPLICATION HAS BEEN PROVIDED TO SVHOA, THE HOMEOWNER WILL BE NOTIFIED. A DECISION WILL BE RENDERED IN A PROMPT TIMEFRAME.

Date proposed project to Begin _____ Completed _____

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise. Please Circle (Yes) (No)

Submitted on _____
Date

Homeowner Signature

Homeowner Signature

A Homeowner may submit an application either by email to: svhoa_board@googlegroups.com or, mailed to:

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ATTN: ARCHITECTURAL COMMITTEE

APPLICABLE PROJECT AREA FOLLOW-ON FOR ITEM #10

ADDRESS OF APPLICANT PHONE EMAIL ADDRESS

10. ANTENNAE OR DETACHED SOLAR/ ELECTRICAL PANELS

The Project proposes to install a roof top TV Antenna, in lieu of cable. (This is the older version for TV reception.) This is not under SVHOA jurisdiction.

a.) The Project proposes to install a Satellite Dish near our residence , on the property but not attached to the structure. (Yes) (No)

b.) The Project proposes an installation of a CB Band Radio Antennae on the property. (Yes) (No)

c.) Are any proposed solar heating panels, electrical solar panels detached from the roof of the main structure in the project? (Yes) (No)

Will any of them be visible from the street? (Yes) (No) If so, which one(s) (a) (b) (c)

Do you live on a hill? (Yes) (No)

These examples are within the jurisdiction of the SVHOA.

Please describe the proposed project: _____

Please provide a rendering or plans to the Architectural Committee.

You are strongly encouraged to review your project with your neighbors. Please provide all written and signed letters documenting this, whether opposed or supportive.

Will you have a Licensed Contractor? (Yes) (No)

If no, please describe who will install the project? _____

Name of Licensed Company/Contractor _____

Date proposed project to Begin _____ Completed _____

I/We certify that the application is complete and is being submitted to SVHOA for a decision. We desire to meet with the Architectural Committee or SVHOA Board to answer any questions which may arise.

Please Circle (Yes) (No)

Submitted on _____

Date

Homeowner Signature Homeowner Signature

A Homeowner may submit an application either by email to: svhoa_board@googlegroups.com or, mailed to:

SECLUDED VALLEY HOMEOWNER'S ASSOC.

P.O. BOX 1441

LAFAYETTE, CA 94549-1441

ATTN: ARCHITECTURAL COMMITTEE

SVHOA FINAL ARCHITECTURAL PROJECT CERTIFICATION FORM

The written architectural project application is a legal contract. Once it has been submitted to the full Architectural Committee by the Committee Chair for review it may not be modified. The purpose of this final Project Certification Form is to ensure complete agreement between the Applicant (s) and the SVHOA Architectural Committee Chair after their discussion/ and or walkthrough that the project application as submitted is correct. Any narrative presented by the applicant(s) as a prelude is only explanatory in nature and is not part of the signed written legal contract.

The signatories on this Project Certification Form, certify that Project Application as submitted is correct in all respects. Once the Architectural Project is approved by the SVHOA Architectural Committee, the project Installation must be constructed in accordance with the written application without variance.

APPLICANT DATE

Accepted by:

CHAIR, SVHOA ARCHITECTURAL COMMITTEE DATE

(15)

ADDRESS OF APPLICANT

**THIS IS AN OFFICIAL DOCUMENT OF SVHOA AND SHOULD BE KEPT WITH YOUR IMPORTANT PAPERS TO BE USED AS NEEDED IN THE FUTURE
RECEIPT OF SVHOA INSTRUCTIONAL GUIDE RELATING TO HOMEOWNER PROJECTS
AN EASY-TO- COMPLETE HOMEOWNER/PROPERTY CHANGE
CHANGE OF STATUS SVHOA APPLICATION FORM**

On , _____ the SVHOA President fully reviewed the above document with the property owners. Any questions posed were answered.

We were informed, that this is the Official SVHOA Policy. It should be retained by all homeowners and should be kept with all other important documents. Use the parts of the document as needed, whenever the homeowner proposing any project under SVHOA jurisdiction.

We understood the policy as explained and will seek further guidance should any other questions arise.

SVHOA can be emailed at the following address: svhoa_board@googlegroups.com

or, mailed to:

SECLUDED VALLEY HOMEOWNER'S ASSOC.

P.O. BOX 1441

LAFAYETTE, CA 94549-1441

Dated: _____, _____

Received by:

Homeowner Signature Homeowner Signature

THIS IS AN OFFICIAL DOCUMENT OF SVHOA AND SHOULD BE KEPT WITH YOUR IMPORTANT PAPERS TO BE USED AS NEEDED IN THE FUTURE.

(16)