

# THE COLONY CLUB HOMEOWNERS ASSOCIATION

## Architectural Review Application

Thank you for taking the time to fill out this architectural review form. An application is required for work done to any part of your home or landscape that is visible from the street. If your project changes more than one area of your home's exterior, feel free to use one application for all of your work. As an Association, we want homeowners to make their homes personally pleasing, while also keeping a consistent look to the community. Your assistance with this goal is appreciated. Applications must be approved by the Architectural Committee before work starts.

More detailed information about our architectural guidelines can be found under Documents/Architectural Guidelines on our webpage ([colonyirvine.com](http://colonyirvine.com)). Our website also has a link to the approved Sherwin-Williams colors – please note that colors from other manufacturers that complement our approved list can also be used, with prior review and approval by the ARC committee. The Architectural Committee (the ARC) meets in the Clubhouse, at 7:00 PM, on the first Thursday of each month. Applications may be submitted at the ARC's monthly meeting, or to our management company, Cardinal Property Management, 825 N. Parkcenter Dr. Suite 101 Santa Ana, CA 92705, or email your application to Lisa Bryce Account Manager at [lbryce@cardinal-online.com](mailto:lbryce@cardinal-online.com)

### Official Use Only

Date Rec'd: \_\_\_\_\_ Response to a Violation? \_\_\_ Yes \_\_\_ No

Approved \_\_\_\_\_ Approved Completion Date \_\_\_\_\_

Denied \_\_\_\_\_ Reason for Denial \_\_\_\_\_

Approved w/conditions \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Approved projects ***should be completed within 90 days*** – in certain cases, extensions may be given.

### **Owner(s) on record: (ALL owners must sign)**

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

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

Owner's mailing address, if different from property address:

Phone number(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

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

**Applicant Name:** \_\_\_\_\_

**Contractor (e.g. painter, carpenter, installer, landscaper, or indicate self if by owner):**

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

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

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**Proposed Start date:** \_\_\_\_\_

**Proposed Completion date:** \_\_\_\_\_

List specific details of project(s) and property/structures where the work will be done: (add another sheet, if needed)

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**REQUIRED ATTACHMENTS:**

**1. Photograph of the area to be worked on** – please attach a picture of your home clearly showing where the work will be done. The photograph should show the front of the house including the entire house, yard, and address. Please also include additional photographs of the area where the work will be done, if you feel it will help explain the scope and area of work.

**2. Diagram** – please provide a drawing of where the work will be done in relation to your property, and indicate where the changes/work will occur. The drawing can be combined with the photograph of the front of the house or work area, if it can be presented clearly. For landscape projects, list all new plants and the location(s) where they will be planted in the yard.

**3. Brochures** – if your work will involve new items being installed (e.g. a garage door, windows, a gate, roof tiles, etc.), please provide a brochure from the manufacturer showing the item you wish to use and the color to be used...for each item. The committee is looking for the specifications for the item(s) to be installed (dimensions, material it is made of, color, etc.). We want to be able to visualize how your property will look once the project is completed. You are welcome to bring a sample roof tile, paver/flagstone, artificial turf, etc. to the meeting.

**4. Paint Chips** – if your project involves paint (even if you are using the same colors you currently have on your home or fence), please attach a sample of the color/paint chip and indicate where it will be used. If you are planning to touch up a small area, no application is required. Our approved colors are from Sherwin-Williams and can be found on our website, [www.colonyirvine.com](http://www.colonyirvine.com). **Please be aware that certain colors are for stucco; certain colors are for trim, fascia, and siding; certain colors are for fences; and certain colors are for entry doors only.** Clearly indicate which colors will be applied to what part of the exterior.

*The approved color list uses Sherwin-Williams paints, except for Oxford Brown.*

*All colors can be duplicated by Dunn-Edwards, Vista, Frazee, Sinclair, Home Depot, Lowe's, etc.*

*Other – complementary – colors can be submitted for review.*