

Bridle Path Homeowners Association

Architectural Plan Submission Process Guideline

The purpose of this guideline is to explain to the members of our Homeowners Association (HOA) the architectural approval process, and to provide the form for submission of your modifications to the Architectural Committee. Since all properties have unique characteristics, this document will not attempt to address every possible situation, but in general the members of the HOA are required to obtain Architectural Committee approval for all modifications to the exterior of their homes: home additions, replacement windows, driveways, patios, RV access, barns, sheds, gates, fences and other structures governed by our Codes, Covenants & Restrictions (CC&Rs) including landscaping. This document is not intended to modify or supersede the CC&Rs; for any discrepancy between this document and the CC&RS the CC&Rs shall take precedence. This guideline will address some basic questions as they pertain to our CC&Rs and the requirements set forth by the Building and Safety Division of the City of Simi Valley.

Who is required to submit changes for Architectural Committee approval? Why do I have to submit plans for review? As part of the purchase agreement for all Bridle Path homes, we agreed to abide by the CC&Rs, and the CC&Rs state in a number of sections that changes to your property may not be made without the written approval of the Architectural Committee. For example, Article X Section 7(A) states that no existing “fence or wall may be altered or eliminated except with the written consent of the Architectural Committee.” The review process is there to assist the homeowner, as well as to ensure compliance and consistency with the CC&R’s. The intent is not to add bureaucracy to your home improvement project, but rather to ensure that the aesthetic and monetary value of the homes in our unique equestrian community are maintained and enhanced.

How long will it take for the Architectural Committee to review and approve my plans? Depending on the scope of changes, it could take as little as a few days, or as long as a month to grant approval. As soon as you know the scope of your changes, contact the Architectural Committee at arch@bp-hoa.org or 522-0613. Working with the committee early in the planning process will allow them to provide you with any specific direction as to what will be required for your situation while minimizing the time needed to review and approve your plans. After the Architectural Committee receives your plans and documents, further clarification or dialogue specific to those plans and documents may be necessary, adding to the time needed to complete the review. Our goal is to complete this review process in thirty days or less. When the Architectural Committee grants its approval, the Committee Chairman will contact you by phone or email indicating such approval. That informal approval will be followed within seven days by a formal letter from the Architectural Committee Chairman sent to your home, for your records and files. If the requestor’s submission is disapproved, the Architectural Committee will explain in writing the reasons for disapproval. If those differences cannot be resolved, the requestor may appeal the decision to the Board of Directors at any meeting of the Board.

When should I submit my plans to the Architectural Committee? You should submit your plans as soon as they are ready. If you’ve included the Architectural Committee in the planning process, you will have a good idea of what the committee requires and when your plans will be ready for submission. But even so, you should not initiate or perform work on your property nor authorize contractors to initiate or perform

work on your property prior to receiving Architectural Committee approval. To do otherwise raises the risk of having work done on your residence that may not be in conformance with the CC&Rs and requiring re-work to achieve compliance.

What do I need to submit? In general, the committee requires two sets of plans, drawings, documents, sketches or descriptions for their review, as well as brochures, sample materials, paint chips, or other items used in the project. The attached submission form itself is also required to help expedite the review and approval process. For any material changes, submitted plans should always include a plot plan of the homeowner's lot, with location of their home, any existing accessory structures (pools, barns, corrals, patios, etc.), accurate distances from property lines and adjacent structures. If a new structure or home addition is proposed, then it should be shown on the plot plan as "PROPOSED". Any such proposed changes should have all elevations shown. You will also be instructed to initiate a dialogue with the City of Simi Valley Building and Safety Division to ensure that your plans are fully compliant with local building codes. It is your responsibility as a homeowner to acquire any necessary permits and inspections required by the City of Simi Valley. When approved, the Architectural Committee Chairman stamps both copies of the submitted plans as approved and sends the homeowner and the HOA bookkeeping service each one copy of the approved plans along with the formal approval letter.

Remember, as neighbors our goal is to maintain and enhance all aspects of this wonderful neighborhood where we are all fortunate enough to live. If you have any questions or comments, contact us at arch@bp-hoa.org or 522-0613.

Note: Attached form may be filled out electronically or by hand, but must be printed out and signed before being submitted.

Architectural Request Bridle Path Homeowner Association

Name of Homeowner:	
Property Address:	
Day Phone:	Home Phone:
Cell Phone:	E-Mail Address:
<p>Proposed Improvement: Briefly describe the proposed changes. Attach two sets of construction plans, drawings, documents, artist renderings, brochures, material samples, color chips, etc., as applicable. Plans should be as detailed as possible.</p>	
Proposed Start Date:	
Expected Completion Date:	
<p>Additional Information: Submit any additional information you would like the Architectural Committee to know that would assist them in reviewing your request.</p>	
<p><u>The intent of this request form is to maintain consistency throughout Bridle Path HOA and compliance with our governing documents.</u></p> <ol style="list-style-type: none"> 1. This form is not a substitute for any permits required by the city, county or state. 2. All work is subject to inspection by the HOA 3. Please refer to your Rules & Regulations, Architectural Guidelines and CC&R's for acceptable variations. <p>It is the responsibility of each resident to seek advice/permission from proper City or County Departments with regards to permits, building & safety requirements, zoning requirements, inspections, or any other proper engineering requirements. Neither the Bridle Path Architectural Committee nor the Bridle Path Homeowners Association will assume any responsibilities for the lack of proper approval from the above stated departments or compliance with the above stated requirements.</p>	
_____	_____
Homeowner's Signature	Date

For Official Bridle Path Use Only

Date Received:	Formal Notification Sent:
Date Approved/Disapproved:	