File No: \_\_\_\_\_



# Paradise Estates HOA C/O Pacific Rim Management, Inc. 841 S. Marine Corps Drive Ste. 103 Tamuning, Guam 96913 Email: pehoaguam@outlook.com Website: www.paradiseestateshoa.com

Office: 671-646-7746

#### **HOME IMPROVEMENT REQUEST**

## **VALIDATION REQUIREMENTS CHECKLIST**

☐ COMPLETE APPLICATION TO INCLUDE ITEMS AS DEFINED IN SECTION 4.3 OF YOUR CC&R'S
☐ BUILDING PLANS / PLOT PLANS / DRAWINGS / SKETCHES / DPW APPROVED (ALL THAT APPLY)
□ SPECIFICATION
□ PHOTO'S, IF APPLICABLE
□ SUBMITTAL OF BUILDING PERMIT
□ SCOPE OF WORK
☐ INSPECTION BY COMMITTEE OF FINISHED PROJECT

Covenants, Conditions and Restrictions; Section 4.3. Approval of Use and Plans. No improvements (including fences), sign or other structure shall be built, erected, placed or materially altered on the Paradise Property unless and until the building plans specifications and plot plan have been reviewed and approved in writing by the Architectural Review Committee. The scope of the Architectural Review Committee's review and approval may include, without limitations, type, pitch and roof covering materials, lighting requirements, topography, finish ground elevations, architectural symmetry, landscaping, drainage, color, material design, physical or aesthetic impacts on Common Areas, are artistic conformity to the terrain and the other Improvement on the Paradise Property. This Declaration is not intended to serve as authority for the Architectural Committee to control the interior layout or design of Dwelling Units except to the extent incidentally necessitated by use and size restrictions. Notwithstanding the foregoing restriction on landscaping, each Owner shall have the right to plant grass, shrubs, floorers, trees, or vegetables, and the like on such owner's Lot which the Owner may desire except as many otherwise constitute a nuisance or violate applicable law.

APPLICABLE TO ALL IMPROVEMENT REQUESTS. If any proposed improvement at Paradise Estates requires the Department of Public Works issuance of a building permit to comply with relevant building codes, homeowner must comply with and submit to the HOA any and all building plans and specifications required in order to obtain a building permit together with a copy of the DPW Permit for construction before the HOA can approve the commencement of work on the property. IT IS THE RESPONSIBILITY of the Homeowner to determine the requirements for a building permit. Typically, DPW will require drawings prepared and stamped by a professional architect, engineer, or electrician depending upon the type and scope of the project. The Architectural Review Committee can, pursuant to CCR's Article XII, sections 12.1 to 12.10 require additional input from architects, engineers or other professionals at the cost of the homeowner if it is deemed necessary depending upon the scope of the proposed improvement project. See CCR's Section XII, sections 12.1 to 12.10

REV: 04/2022

#### **HOME IMPROVEMENT REQUEST**

#### ARCHITECTURAL COMMITTEE APPROVAL GUIDELINES

- 1) The Property Improvement Request Form should be completed by the home owner and submitted to the property management company, Pacific Rim Management together with all documents, drawings, etc., pursuant to section 4.3 of the Association CCR's (see attached) to support your request for the proposed property improvement. The management company will review to ensure complete submittal of all necessary information for the proposed improvements. Your request will not be forwarded to the Architectural Review Committee until all required submittals are received.
- 2) The management company will date stamp all complete applications and forward them to the architectural committee with all supporting documents.
- 3) Upon review, inspection, and approval by the Architectural Review Committee, the application will be returned to the management company, which will notify the property owner of the approval, disapproval or request for additional information or documents.

Depending upon the extent and nature of your proposed improvements, the Architectural Review Committee may require additional review of your plans and specifications by an outside Engineer and/or Architect prior to making a decision on your proposed project. If a professional review is required, you will be charged a fee for the service which will be payable by the Homeowner prior to the review being conducted. Fee would be payable to the Architect or Engineer that is performing the review work.

- 4) In the event an application is disapproved, the property owner will be notified and provided an explanation as to why their request was denied. The owner may then modify their request to comply with the requirements of the Architectural Review Committee or those professionals engaged to assist and advise the Committee.
- 5) In the event an application is tabled, the Board of Directors will review the request at the next scheduled board meeting to determine whether or not to approve the application as presented. The owner will then be notified by the management company of the Board's approval or disapproval.
- 6) Once the improvements are complete, the property owner, or their designated representative will contact the management office so that a site inspection can be scheduled to determine that the improvements have been completed in accordance with the original approval by the committee. Failure to notify the Association that the improvements have been completed may result in a notice of violation and a fine being levied.
- 8) All unapproved property upgrades are subject to a cumulative fine up to \$10,000 and may be required to be modified or removed to comply with the Architectural Review Committee, or Board of Directors guidelines. Commencement of improvements without appropriate approvals is subject to a cumulative fine of up to \$10,000. All fines will constitute a lien against the property if not paid within 30 days.

The undersigned property owner, or representative (designated in writing by the owner of record), hereby acknowledges receipt of this property improvement/renovation request form and further agrees to comply with all provisions as noted herein

1.	2.			
	OWNER (PRINT/SIGN)	DATE	OWNER (PRINT/SIGN)	DATE
	AUTHORIZED REPRESENTATIVE OF PROPERTY OWI	NER (PRINT/SIGN)	DATE	

HOME IMPROVEMENT REQUEST

STANDARD IMPROVEMENT GUIDELINES

	IOA HO		MPROVEMENT REQUEST (REV: 04/2022)		
1110	THE YOU PRICE	FOLI JR PR OR TO	LOWING REPRESENT STANDARD IMPROVEMENTS MADE TO HOMES IN PARADISE ESTATES. REGARDLESS OF THE TYPE AND NATURE OF ROPOSED IMPROVEMENTS, THEY MUST ALL BE REVIEWED AND APPROVED IN WRITING BY THE ARCHITECTURAL REVIEW COMMITTEE TO THE COMMENCEMENT OF ANY WORK. FAILURE TO ADHERE TO THIS POLICY SHALL RESULT IN A FINE OF UP TO \$10,000.00, WHICH ASSESSED CUMULATIVELY FOR FAILURE TO CURE A VIOLATION AND AN IMMEDIATE ORDER TO CEASE ALL WORKInitial /		
		CON	NCRETE WALKWAY AROUND THE PERIMETER OF THE HOUSE: 4 FOOT MAXIMUM WIDTH		
		DOC CAN	NCRETE PATIO EXTENSION: MUST BE WITHIN GOVERNMENT SET BACK REQUIREMENTS, CANNOT BE ENCLOSED WITH ANY WALLS, DRS, AND WINDOWS, AND MAY REQUIRE ADDITIONAL REVIEW BY ARCHTECT AND/OR ENGINEER. PIPE AND IVAS/WOOD/TIN/CANOPY/GLASS /PLASTIC/ METAL EXTENSIONS, ARE NOT PERMITTED. Concrete patio extensions must comply with partment of Public Works building code and permit requirements before any construction can commence.		
		Ret	ractable Awnings that meet guidelines will be considered pursuant to the specific guidelines below.		
following minimum requirements. NO AWNIGS may be installed unless, and until a Property Improvement Request form details and drawings are submitted and approved by the HOA architectural review committee. If any awning structures are submitted and approved by the HOA architectural review committee.			TRACTABLE AWNINGS: (04/2022) Installation of shade type, exterior mounted retractable awnings will be considered based upon the owing minimum requirements. NO AWNIGS may be installed unless, and until a Property Improvement Request form and the awning ails and drawings are submitted and approved by the HOA architectural review committee. If any awning structure requires the dor/installer to obtain a building permit for the improvement, homeowner must submit a copy of the permit before any construction or allation.		
		1.	Exterior Scissor Type mounted, or Post type retractable awnings to be allowed on either the dining room or master bedroom deck location exposures of the home only. The retractable portion of the awning can only be <u>under eave (soffit) mounted</u> with the retractable device attached to the underside of the eave or the wall structure of the home. No <u>facia mounted</u> retractable operators are allowed.		
		2.	Maximum width of awning is 12 feet. Maximum extension from mounted surface is 10 feet.		
		3.	Awnings must be a retractable type, either mechanical or motorized operation. No fixed open awnings allowed.		
		4.	Post Type awning support structure <u>must be of aluminum construction material</u> with no more than 3 vertical support posts on the open side end of the awning. Base of support posts must be securely mounted to the deck to ensure that awning structure is able to withstand a minimum of 50 mph wind loading. Deck mounting of vertical posts must be capable of being removed. No plastic, steel or pipe type support structure posts are permitted.		
		5.	Awning fabric must be a commercial grade, heavy-duty PVC/Polyester blend of a minimum 60 mil (1/16 inch) thickness and contain a UVC protection to resist degradation of the fabric by sun exposure. No tarp type awning fabric is allowed.		
		6.	Colors allowed: White or off-white. Any other fabric color choice must meet with approval of the committee. All fabric must be of a solid color, no stripes or patterned fabric is allowed.		
		7.	7. Property owner is responsible for continuous and proper maintenance of the awning structure, and shade fabric. Any awning or structure that becomes non-functional, dilapidated, or otherwise presents as an eyesore to the neighborhood is subject to removal or a violation notice is issued by the HOA. Owner will be cited by the HOA and subject to a fine of \$500.00 per violation and demand by HOA's for immediate removal within 15 days of notification. Failure to comply can result in violation notices and continuing fines until the violation is cured. HOA reserves the right to file a lien for non-compliance against the subject property until violation is cured.		
			X ACKNOWLEDGED BY HOMEOWNERDATE		

## Signature of Owner

8. It is the intent of these guidelines to provide a shaded area for use and enjoyment on the exterior areas noted in no. 1 above only. Awnings are not intended to be a permanently extended structure to the home. Awnings MUST be retracted and secured in any high wind, inclement weather conditions. In addition, Post type awning structure must allow for dismantling and storage in the event the island is expected to experience any weather conditions with sustained winds of 50 mph or greater.

Owners, by being allowed to install a retractable awning at their home acknowledge they are liable for any damage caused by the structure to any neighboring homes or common areas of the HOA or to persons by failure to properly maintain or secure said structure as may be deemed necessary by adverse weather conditions. The HOA <u>does not indemnify any owner from 3<sup>rd</sup> party claims</u> of property damage, personal injury or otherwise from the installation of any awning system that may be approved.

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	□ EXTENSIONS TO LIVING AREA OF HOME: <u>NO ENCLOSED LIVING AREA EXTENSIONS OF ANY TYPE ARE PERMITTED AND WILL NOT ENTERTAINED.</u>		
	EXTERIOR STORAGE STRUCTURES – (04/2022) <u>NO SEPARATELY CONSTRUCTED</u> , WHETHER ATTACHED TO THE HOUSE STRUCTRE OR SEPARATE PAD MOUNTED, NON-CONCRETE STORAGE STRUCTURES ARE PERMITTED.		
	DRIVEWAY: THE DRIVEWAY WIDTH CANNOT BE EXTENDED MORE THAN FOUR (4) FEET ON EACH SIDE OF DRIVEWAY		
	PLANTER BOX: PLANTER BOXES MUST BE 24 INCHES IN HEIGHT WHEN SEPARATE FROM ANY FENCING PLAN.		
	FENCE: FENCING (Combined Concrete and Metal Railing) MUST BE SIX (6) FEET IN HEIGHT (from the highest elevation point of your property or your neighbor's property that borders your fence) AND MUST BE A COMBINATION OF THREE (3) FEET CONCRETE AND THREE (3) FEET METAL RAILING. FENCES USING CONCRETE BLOCKS, OTHER THAN DECORATIVE BLOCK, MUST BE PLASTERED AND PAINTED (ON BOTH SIDES OF THE FENCE) THE SAME AS THE LOWER COLOR PORTION OF THE RESPECTIVE HOUSES THAT THE FENCE BORDERS. NO FENCES ARE PERMITTED IN THE FRONT YARD. FENCES ON ALL HOMES OTHER THAN THE "RANCH" STYLE MODEL MAY BE BUILT STARTING AT THE BACK CORNER OF THE GARAGE AND EXTEND THE FENCE AROUND THE HOUSE TO THE OTHER BACK CORNER OF THE GARAGE. FENCES ON THE "RANCH" STYLE HOMES MAY BE BUILT STARTING AT THE MID-POINT OF THE GARAGE WALL AND EXTEND THE FENCE AROUND THE HOUSE TO THE SAME MID-POINT ON THE OTHER SIDE OF THE HOUSE. NO STAND ALONE METAL FENCES ARE PERMITTED. NO CHAINLINK FENCES ARE PERMITTED.		
	The board of directors will entertain (on a case by case basis) fencing design applications that are necessary to accommodate DPW code compliance issues where property elevations (front, rear or side yards) constitute a fall hazard criteria. Requests for construction of fencing that is not within the standard design requirements may be delayed due to the requirement for board specific approval.		
	<b>RETAINING WALLS:</b> RETAINING/DECORATIVE WALLS MAY BE APPROVED UP TO 16 INCHES ABOVE THE GROUND ELEVATION ON A VARIANCE BASIS.		
	PAINTING: REPAINTING YOUR HOME WITH THE SAME ORIGINAL COLORS DOES NOT REQUIRE APPROVAL. ANY CHANGE IN COLOR MUST BE APPROVED (COLOR SCHEME EARTH TONES). YOUR HOME EXTERIOR 2- TONE COLOR SCHEME THE HOME EXTERIOR TRIM/FASCIA SHOULD BE THE SAME AS THE BOTTOM HALF COLOR. ALL FENCES AND WALLS (OTHER THAN DECORATIVE BLOCK) MUST BE PLASTERED AND PAINTED ON BOTH SIDES OF THE WALL TO MATCH THE RESPCETIVE HOUSE THE FENCE BORDERS. THE WALL SHOULD BE THE SAME COLOR AS THE BOTTOM HALF OF YOUR HOUSE. ANY TRIMS ON THE RETAINING WALL CAN BE PAINTED THE SAME COLOR AS THE TOP PORTION OF YOUR HOUSE.		
	<b>GATES:</b> GATES MAY BE BUILT ON EITHER SIDE OF THE HOUSE. THE MAXIMUM WIDTH OF ANY GATE SHALL BE FOUR (4) FEET. THE MAXIMUM HEIGHT OF ANY GATE SHALL BE SIX (6) FEET.		
	<b>GENERATOR HOUSING:</b> GENERATOR HOUSING MUST MEET ALL SETBACK REQUIREMENTS AND MUST BE PAINTED THE SAME COLOR AS YOUR HOUSE.		
	AIR CONDITIONING UPGRADES / REPLACEMENTS: (04/2022) Two types of Air Conditioning Systems are allowed at Paradise Estates. 1) Ducted package systems based on the originally designed central air equipment where there is a "Pad Mounted" condenser unit connected to air handler equipment that was originally installed in a separate mechanical closet at the rear of the house. Replacement of this type of system where components are being replaced due to age or failure does not require prior approval by the Architectural Committee. NO CONDENSER UNITS CAN BE INSTALLED ON ANY ROOF AREA OF THE HOUSE. ALL CONDENSERS MUST BE PAD MOUNTED. NO EXCEPTIONS.  2). Non-ducted split type air conditioning systems must conform to the following standards. Exterior condensing units can be either pad mounted or on the wall of the home NO HIGHER THAN TWO FEET ABOVE GRADE (measured from the deck/grade level to the underside of the condenser housing). NO SPLIT TYPE CONDENSER UNITS ARE PERMITTED ON THE ROOF OF THE HOUSE.		
	For all DUCTED package A/C systems or non-ducted split air conditioning units that do not conform to the above standard, once the existing systems need replacing due to age or failure, the guidelines as noted above must be complied with.		
	NO WINDOW MOUNTED AIRCONDITIONING TYPE UNITS ARE PERMITTED AT PARADISE ESTATES.		
	SOLAR POWER PANELS (rev. 06/18): TOTAL SQUARE FOOTAGE OF PANELS ALLOWED ON ANY ROOF CANNOT EXCEED 1,800 SQUARE FEET.PANELS CAN BE MOUNTED ON EITHER OR BOTH SIDES OF THE ROOF OVER THE STRUCTURE'S LIVING AREA. PANELS ARE ALSO ALLOWED TO BE MOUNTED ON THE "FLAT" GARAGE PORTION OF THE ROOF FOR HOMES WITH THIS DESIGN. NO PANELS CAN BE MOUNTED ON THE GARAGE PORTION OF HOUSES THAT HAVE A SLANTED ROOF AREA DESIGN. MAXIMUM HEIGHT ELEVATION OF THE MOUNTED PANELS (FROM		

PEHOA HOME IMPROVEMENT REQUEST (REV: 04/2022)

☐ THE BOARD OF DIRECTORS RESERVES THE RIGHT TO AMEND OR DISCONTINUE ANY STANDARD IMPROVEMENT GUIDELINE AT ANY TIME

**REV: 04/2022** 

WITH OR WITHOUT NOTICE.

Initial / Owner

File No: \_\_\_\_\_

### HOME IMPROVEMENT REQUEST

## PROPERTY IMPROVEMENT FORM

Date Received by Management Company\_\_\_\_\_

This form is required for all exterior renovations and/or improvements made to your home in Paradise Estates. The form **must** be completed in its entirety to include all relevant information on the proposed renovations or improvements, to include those as prescribed in **Section 4.3 of the CCR's (Covenants, Conditions & Restrictions- (Section attached)**, plot plan, building plans and specifications. Incomplete forms or submittals will be returned to the homeowner prior to review by the Architectural Review Committee.

Improvement requests will be reviewed within 10-30 business days from the date of request when required complete information is provided. If the request requires the board of directors review and/or approval, this time period can be extended in order to accommodate the scheduling by the board of directors.

Owner Initial:THE COMMENCEMENT OF ANY RENOVATIONS OR IMPROVEMENTS TO THE EXTERIOR OF THE PROPERTY WITHOUT THE WRITTEN APPROVAL OF THE PARADISE ESTATES ARCHITECTURAL COMMITTEE SHALL BE SUBJECT TO CUMULATIVE FINES OF UP TO \$10,000 AND A LIEN AGAINST THE PROPERTY UNTIL THE VIOLATION IS CURED AND FINE PAID.			
DATE:	_ PROPERTY LEGAL DESCRIPTION: LOT_	BLOCK	TRACT
PROPERTY ADDRESS:			
OWNER NAME(S):			
CONTACT NUMBER(S):			
EMAIL ADDRESS(S):			
MAILING ADDRESS: (If different from	house address)		
PLEASE INDICATE TYPE OF IMP	ROVEMENT YOU ARE PLANNING TO MAKE:		
☐ Fence ☐ Solar Panel ☐ Retaining Wall ☐ Walkway ☐ Patio ☐ Other	☐ Gate ☐ Planter Box ☐ Drive-way ☐ Painting ☐ Split A/C's		
CONTRACTOR INFORMATION:			
NAME:	COMPAN	IY:	
CONTACT #:	Contract	tor's license No	
ADDRESS:			
ESTIMATED START AND COMPI	LETION DATE:		

DII Rev prid	MENSIONS, COLORS, ETC., Depending upon the extent and nature of your proposed improvements; the Architect view Committee may require additional review of your plans and specifications by an outside Engineer and/or Architect or to making a decision on your proposed project. If a professional review is required, you will be charged a fee for revice which will be payable by the Homeowner prior to the review being conducted. Fee would be payable to the chitect or Engineer that is performing the review work.	itect
PA	Improvement request form completed and submitted with all required documentation, specifications and drawings for quareview by committee. Date:	alified
	(Yes or No) Proposed improvements to require engineer and/or architect review prior to a decision by the Committee.	
DA	TE / TIME OF SITE PRE-INSPECTION:	
Naı	mes of all person(s) present at pre-inspection visit:	
	ARCH Committee APPROVED: Date:(Requires minimum of 2 – Architectural committee members for approval)  2	
	FINAL – IF REQUIRED, PEHOA BOARD APPROVAL: Date: (Requires minimum of 2 – Bored of Director members for a	pproval
Ш		
□ REA	TABLED – Date: ASON THE APPLICATION TABLED	
	NOTIFICATION TO HOMEOWNER BY:  NAME / DATE	
	INSPECTION of completed project for compliance –Date:	
No	Inspected by: te any compliance problems or, common area damage, etc terms of the compliance problems or the complex or the	
— Atta	ach any correspondence relative to the application between homeowner and the HOA management company.	-

File No:

<u>DISCLAIMER NOTIFICATION\*: (04/2022)</u> THE PARADISE ESTATES HOMEOWNER'S ASSOCIATION REQUIRES THAT ALL APPLICABLE ZONING, USE REGULATIONS, ENVIRONMENTAL, OSHA AND BUILDING REGULATIONS HAVE BEEN OR WILL BE COMPLIED WITH BY ALL PROPERTY OWNER(s) AND/OR THEIR CONTRACTORS, SUB-CONTRATORS, VENDORS AND SUPPLIERS, APPLYING FOR AND RECEIVING APPROVAL FOR THE PROPOSED PROPERTY IMPROVEMENTS NOTED HEREIN.

THE PARADISE ESTATES HOMEOWNER'S ASSOCIATION WILL NOT BE RESPONSIBLE FOR ANY VIOLATIONS OR NON-COMPLIANCE OF ANY APPLICABLE GOVERNMANT REGULATIONS BY THE OWNER OR THE OWNER'S CONTRACTOR OR ANY OTHER ENTITY INVOLVED WITH THE DESIGN OR CONSTRUCTION OF THE PROPOSED IMPROVEMENTS. PROPERTY OWNER, BY RECEIPT OF APPOVAL OF THE PROPOSED IMPROVEMENTS AGREES TO HOLD HARMLESS THE PARADISE ESTATES HOMEOWNER'S ASSOCIATION, ITS MANAGEMENT COMPANY, BOARD OF DIRECTORS OR MEMBERS OF THE HOME IMPROVEMENT REVIEW COMMITTEE FROM ANY LIABILITY ASSOCIATED WITH THE PROPOSED IMPROVEMENTS AND THE PERFORMANCE OF THE CONSTRUCTION ACTIVITIES FOR THE IMPROVEMENTS. FAILURE OF ANY IMPROVEMENT THAT MAY CAUSE OR BE SUBJECT TO ALL LIABILITY CLAIMS BY THIRD PARTIES ARE NOT INDEMNIFIED BY THE PARADISE ESTATES HOA, ITS MANAGEMENT COMPANY OR BOARD OF DIRECTORS. ALL LIABILITY FOR ANY IMPROVEMENTS CONSTRUCTED OR THE PERFORMANCE BY OWNER'S CONTRACTORS, SUB-CONTRACTORS OR SUPPLIERS DURING THE COURSE OF PERFRMOANCE OF THE IMPROVEMENTS ARE AT THE TOTAL RISK OF THE OWNER AT ALL TIMES.

PROPERTY OWNER(S) ACKNOWLEDGE THAT THEY ARE LEGALLY AND FINANCIALLY RESPONSIBLE FOR FAILURE BY THE PROPERTY OWNER TO PROPERLY SUPERVISE THE CONSTRUCTION WORK WHERE DAMAGE TO THE COMMON AREAS OF THE ASSOCIATION, OTHER PRIVATE PROPERTY RESULTS. AFTER NOTICE BY THE ASSOCIATION OF A VIOLATION OF INPROGRESS OR COMPLETED IMPROVEMENTS AND AFTER FAILURE TO CURE SAME, THE ASSOCIATION MAY FILE A CLIAM FOR A LIEN AGAINST THE SUBJECT PROPERTY. THE PROPERTY OWNER ACKNOWLEDGES THE RIGHT OF THE ASSOCIATION TO PROSECUTE ANY VALID CLAIM PURSUANT TO THE BY-LAWS AND THE COVENANTS, CONDITIONS AND RESTRICTIONS OF RECORD, AND THE TERMS AND CONDITIONS OF THE HOME IMPROVEMENT APPLICATION OF THE PARADISE ESTATES OWNERS ASSOCIATION OR ANY OTHER REMEDY AVAILABLE TO IT AT LAW.

X		X	
OWNER (PRINT/SIGN) *	DATE	OWNER (PRINT/SIGN) *	DATE
*Disclaimer acknowledg	ment by Property	Owner(s) or Authorize	d Agent is required*
*If signing as authorized agent of authorization from the owner of		must provide the managemer	nt company with a copy of the writte
PARADISE ESTATES HOA OFF	FICIAL USE ONLY:		
SPECIAL NOTE(S):			