

PDCCA received date _____

Acct# _____

Palm Desert Country Club Association
77-800 California Drive
Palm Desert, California 92211
Phone: (760) 345-2331 Fax: (760) 345-7413

ARCHITECTURAL GUIDELINES AND REQUEST FORM

****Allow 15 days for reply****

The acceptable standard for appearance of property within Palm Desert Country Club Association (PDCCA) is based on the Declaration of Covenants, Conditions and Restrictions (CC&R's) and is legally binding upon each residential property owner. The CC &R's require that an owner of property within the community obtain prior written approval for any exterior alteration or addition to their property. All requests are subject to the PDCCA CC&R's, as well as rules and guidelines of the applicable association. Please make sure you have read and understand the rules prior to completion of any Architectural request.

Approval of your architectural request ("ARC Request") is based in part on the information stated herein. Failure to answer all questions fully and accurately, ambiguity in design, or faulty measurements may result in denial of your request.

Owner Name	Property Address
Daytime Phone	Evening Phone
Email	Fax
Proposed Start Date	Proposed Completion Date
Name of Contractor(s)	Contractor's Phone

Check appropriate request:

- | | | |
|--|--|--------------|
| <input type="checkbox"/> Additions | <input type="checkbox"/> Pool/Spa | Other: _____ |
| <input type="checkbox"/> Awning(s) | <input type="checkbox"/> Resurfacing: | Other: _____ |
| <input type="checkbox"/> Driveway | (walkway/entryway) | Other: _____ |
| <input type="checkbox"/> (resurfacing/replacement) | <input type="checkbox"/> Resurfacing: patio(s) | Other: _____ |
| <input type="checkbox"/> Garage/golf cart doors | <input type="checkbox"/> Solar Panels | Other: _____ |
| <input type="checkbox"/> Painting (exterior only) | <input type="checkbox"/> Windows/sliding glass doors | Other: _____ |
| <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Windows/sliding glass doors | Other: _____ |
| | <input type="checkbox"/> Window frames/coverings | |

PLEASE PROVIDE:

1. Photos of the area(s) to be changed.
2. Samples of materials & colors (brick, stone, tile, fabric, etc.)
3. Plot map showing location of project on property and distance from two nearest property lines to project.
4. Three (3) sets of plans or drawings(s) depicting locations, elevations, dimensions, materials, finish, colors, etc.

ONE SET OF PLANS:

Plans/drawings will not be returned but will become the property of PDCCA and will be placed in the Members' file.

Please provide a detailed description of the project (use additional sheet if necessary). If request is for exterior painting include color names and color codes with application, even if painting original colors.

PLEASE ANSWER THE FOLLOWING:

1. This project requires: ___city building permit ___city variance ___PDCCA variance ___public notice

IF A VARIANCE IS OBTAINED FROM THE CITY OF PALM DESERT, this variance must be acknowledged in writing by the homeowners adjacent to your property (however, a neighbor's consent is not a condition for approval).

2. Will there be a change in the height of existing structure because of your project? ___Yes ___No
3. Will your project block the view of the common area of another homeowner? ___Yes ___No
4. Have you verified that your project does not encroach on an existing easement? ___Yes ___No

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING BELOW:

1. Owner has read and understood all applicable sections of the PDCCA Governing Documents (CC&R's) as well as this ARC Request.
2. Owner agrees to notify the PDCCA office upon completion of Owner's approved modification(s)/improvement(s) ("Project"). Owner also understands that PDCCA may conduct a follow-up inspection(s) to ensure the completed Project is in compliance with the Owner's approved ARC Request.
3. Owner agrees that the Project shall be constructed and maintained strictly in compliance with the plans and specifications approved by PDCCA as outlined in the approved ARC Request and that the Project shall be kept in good maintenance and repair.
4. Owner understands that if any Association owned property, i.e. common areas, are disturbed, altered, changed or damaged due to the Project, Owner will assume full responsibility to return the affected area(s) back to its original condition, the costs of which will be borne solely by Owner. If affected area(s) is not repaired within a reasonable time, or not repaired to PDCCA's satisfaction, PDCCA has the right to repair the affected areas and charge to Owner all applicable costs.
5. Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of PDCCA to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance by any other homeowner.
6. There shall be no deviations from the ARC Request, including the plans, specifications, and location, as approved by PDCCA without prior written consent of PDCCA; any variation from the original ARC Request must be resubmitted for PDCCA approval.
7. Owner authorizes members of the ARC Committee, Board and/or staff from the PDCCA office to enter upon Owner's property to make one or more routine inspection(s) regarding the Project.
8. Owner understands that it is Owner's responsibility to pay all costs and expenses incurred in the construction of the Project, and to be fully responsible for maintenance, repair and replacement of the Project.
9. Owner agrees to assume all responsibility for any damages to persons, property or otherwise which may result from the construction, maintenance, use or continued existence of the Project and shall hold PDCCA free and harmless from any and all costs and expenses attributable to the construction installation, maintenance, repair, or replacement of the Project or to its continued existence or use.
10. Owner agrees that all construction, maintenance and continued use of the Project shall be in accordance with generally accepted construction, maintenance and repair practices and in compliance with all local, state and federal regulations, ordinances, laws and building codes. PDCCA's approval of the Project shall not be construed as an acknowledgement that the Project complies with applicable laws. Owner shall be obligated to obtain any necessary building permits and inspections and to verify compliance with all requirements imposed by law.
11. The Project shall remain subject in all respects to the jurisdiction of PDCCA and to the CC&R's, bylaws, rules and accordance with the approved ARC Request; PDCCA shall have the power, at Owner's expense, to remove the Project in the PDCCA's sole discretion.
12. Owner shall be responsible for securing and maintaining adequate insurance for the Project. PDCCA shall have no obligation to insure the same.
13. Owner releases PDCCA, its Board of Directors, officers, members, agents and employees from any duty or obligation to pay, or otherwise to be responsible, for the cost of construction, maintenance, repair or replacement of the Project and further releases and indemnifies said parties from any and all claims, injuries, damages and causes of action which may arise as a result of the construction, maintenance, repair or replacement of the Project or the continued existence or use of the Project.
14. Owner understands that project must be completed within 180 days of work commencement; one additional extension of 180 days may be granted by PDCCA, upon written request to PDCCA.

15. OWNER UNDERSTANDS THAT NO WORK ON THE PROJECT SHALL COMMENCE UNTIL PDCCA'S WRITTEN APPROVAL OF THE ARC REQUESTS RECEIVED, IF WORK HAS BEGUN WITHOUT PDCCA'S PRIOR WRITTEN APPROVAL, OWNER UNDERSTANDS THAT THIS ACTION IS A VIOLATION AND OWNER MAY BE ASKED TO REMOVE IT.

By signing below, I certify that I am the Owner of record of the property within PDCCA, that to the best of my knowledge all of the information contained in this request is true and accurate and that I have read and fully understood all of the information and terms and conditions of this ARC Request.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

All approved projects must be started within 90 days of approval or a new ARC Request must be submitted and approved before the project can commence.

For Office Use Only

Additional Info:

ARC Request review by:

ARC Committee

PDCCA office

Approved
With Conditions:

Denied
Insufficient Information
Violation of Architectural
Guidelines
Violation of CC&R's
Other

Tabled

PDCCA Representative _____ Date: _____

Date PDCCA was notified of project completion: _____

Follow-up inspection completed on: _____

The above Architectural Guidelines and Rules were approved by the PDCCA board of directors at its June 21, 2016 open board meeting, after a more than 30 day homeowner review time period from April 25, 2016 to June 21, 2016. The draft Architectural Guidelines and Rules were approved by the board of directors at its April 5, 2016 open board meeting.

Effective date of these Architectural Guidelines is June 22, 2016.