

Architectural Review Application for Pool Construction

Date of Postmark on Envelope of Application: _____

Must Be Responded to by: _____

Pool Installation includes, but is not limited to, an in-ground swimming pool, a spa, pool deck, pool pad and equipment, solar heating panel on roof, a pool screened enclosure, any significant pool renovation, new decking on existing pool, and new screen enclosures on existing pool (all examples described or not described are hereby referred to as Pool Construction).

Directions: All applications must be filled out in their entirety.. All applications must be submitted by 1st class mail via the United States Postal Service. No hand delivered applications will be accepted (we must have the postmark on the envelope to verify date of receipt). All applications must include a detailed description and drawing of the proposed pool construction. You must include two (2) copies of your survey indicating where the pool (construction) will be placed on your lot. Describe any easements or setbacks the pool (construction) may impact. The survey copies you provide with this application will not be returned, they will become a permanent part of the Lot file. You are required to have the pool company fill out and sign the contractor acknowledgement portion of this application. If any large trees must be removed for this installation, or if significant landscaping is part of this installation, you must fill out a separate Landscaping Application along with the Pool Application. You will also need to submit a fence application if you are planning on installing a fence at the same time you install your pool. In addition, if you are planning any other alterations to the exterior of your home at the time the pool is installed, you must submit a separate specific application for those alterations. You only need to pay one application fee and can use the same survey copies. When a County Permit is required for your project (doing the project yourself does not exempt you from having to obtain any necessary County Permits), you must provide a copy of it to the Board of Directors after any approvals are given but before any construction/installation begins. Failure to provide a copy of the County Permit may result in any approvals that may have been given to become null and void. It is the homeowner's responsibility to complete the entire application and to submit all of the required paperwork, information, and samples (tile and deck color, screen size and location, water features, pool schematic, etc.) necessary for a proper review. All incomplete applications will be returned to the homeowner as disapproved. The homeowner will then have to file an appeal with the Board of Directors, along, with the missing components of their application, to have the application reviewed again without cost.

Please Note: All pool construction approvals are contingent upon the proposed plan being compliant with local, county, and state ordinances. Pool construction will not encroach on easements or setbacks. There will be no above ground pools permitted in the Grand Haven Community. You will not be allowed to use Grand Haven HOA common ground or Grand Haven HOA property for the purpose of pool construction equipment gaining access to your property without specific written consent of the Board of Directors. This will require a meeting with the homeowner, the pool company, and the Board of Directors. The homeowner must provide proof of liability insurance and will be required to submit a Board approved "property restoration" agreement signed by the homeowner. It must be properly notarized. The Board of Directors reserves the right to consult with the HOA attorney regarding this proposed access at the homeowner's expense. The homeowner will be notified prior to consultation with the HOA attorney. Consultation with the HOA Attorney does not guarantee that proposed access will be granted. Liability insurance for the contractor must also be verified. If any information on your application is found to be misleading or false, your application approval will be considered null and void.

Disclaimer: These plans are reviewed for the limited purpose of determining the aesthetic compatibility of the plans with the community in general in the subjective opinion of the approving authority. These plans are approved on a limited basis. No review has been made with respect to functionality, safety, compliance with governmental regulations or otherwise, and no reliance on this approval should be made by any party with respect to such matters. The approving authority expressly disclaims liability of any kind with respect to these plans, the review hereof, or any structures built pursuant hereto, including, but not limited to, liability for negligence or breach of express or implied warranty.

The Homeowner must sign and date here to verify they have read, understand, and agree to the above directions, note and disclaimer:

Signature: _____

Date: _____

(Please remember the BOD has 30 days from receipt of a completed application to review and render a decision in writing)

Subdivision: _____

Lot #: _____

Name of Homeowner: _____

Home Phone Number: _____ Other Phone Number: _____

Address of Pool Construction Site: _____

Mailing Address of Homeowner: _____

(If different than Pool Construction site)

Architectural Review Application for Pool Construction - Page 2

Homeowner Name: _____

Lot #: _____

PROPERTY ANALYSIS:

1. Is your property located on a corner lot? _____

2. Does your property adjoin a lake or water retention pond? _____

3. Does your property adjoin a preserve area? _____

4. Do you have any storm drainage easements or any other easement on your Lot that may be effected by your proposed Pool Construction Plan: _____

If yes please comment: _____

5. Are there any special issues or characteristics of your Lot? _____ Describe: _____

6. Please describe how the Pool Construction Company plans to gain access to your property. This plan should be made to minimize any annoyance or disruption to your neighbors, pedestrians, postal service, and Grand Haven traffic:

7. Are there any issue regarding the location of your pool or are there any elements of the pool construction that will pose a danger to the residents of our community, pets in our community, wild life in our community or HOA property?

Architectural Review Application for Pool Construction - Page 3

Homeowner Name: _____

Lot #: _____

NEW POOL CONSTRUCTION ANALYSIS (This page is only for new pool construction):

(This is in addition to a detailed drawing, the survey copies, and a copy of contractor pool plan/materials)

1. Describe the type of in ground pool you will be installing (ie: concrete, fiberglass): _____

2. Describe the shape of the proposed pool (ie: free form, round, rectangular, lap pool): _____

3. Describe the size, depth, length of the pool: _____

4. Describe any features of your new pool (water features, water falls, rock features, landscaping features, diving boards, slides, islands, fire pits, other):

5. Do you plan on including a Spa with your pool installation? _____

Describe: _____

6. Describe what type of pool equipment you plan to utilize and the location of the pool pad and equipment: _____

7. Describe the material, shape, doors, and color of the screen you plan on erecting over your pool area: _____

8. Will there be a Aluminum roof addition with your screened enclosure? _____

Describe: _____

Architectural Review Application for Pool Construction - Page 5

Homeowner Name: _____

Lot #: _____

CONTRACTOR ACKNOWLEDGEMENT:

I understand The Grand Haven Master Homeowner's Association, Inc. Board of Directors requires a standard of conduct and a level of responsibility from professionals who perform services in our communities. This includes, but is not limited to, the following:

- (1) Each contractor will minimize excessive noise levels produced by radios, equipment, and production.
- (2) Each contractor will clean up their work area, and any adjoining areas, that were affected by the work project each and every day before leaving. Upon completion of the project you will restore the property and adjoining areas to their original acceptable condition (The Grand Haven Board of Directors determines what is original acceptable condition).
- (3) Work is restricted in the community to Monday thru Saturday 7:00 am - 6:00pm and Sunday 12:00pm - 4:00pm.
- (4) You will not block any homeowner's driveway or mailbox without the expressed permission of the affected homeowner.
- (5) You will not block any street or sidewalk with your vehicles or equipment, nor will you impede the visibility of roadways.

CONTRACTOR'S: Name/Address/Phone

Company Name: _____ Phone _____

Address: _____ E-mail _____

City/State/Zip: _____ License # _____

Insurance Co. _____ Policy #: _____

Official signature _____ Date: _____

HOMEOWNER ACKNOWLEDGEMENT AND NOTICE:

ACKNOWLEDGEMENT: I ACCEPT FULL RESPONSIBILITY for any actions of the vendor or contractor or their employees for any damage or alteration which may happen to Grand Haven HOA common areas or other property in the Grand Haven community as a result of this project. I agree to replace or restore any and all damage caused by my contractor or resulting from my project to its original acceptable condition (The Grand Haven Board of Directors determines what is original acceptable condition). This includes, but is not limited to, Grand Haven HOA property, the property of other homeowners, or County Right of Ways. I further agree that I will be responsible for obtaining any and all appropriate permits, licenses or insurance as may be required by Local, County, State, or Federal agencies prior to starting this project.

NOTICE: I agree that all of the information submitted on this application is correct to the best of my knowledge. I understand that if any of the information is found to be false, any approvals given by the Board of Directors may be considered null and void. I agree that all Pool Construction will stay true to the approved plan and any variance from the approved plan must be approved in writing by the Board of Directors. I understand that once installation has started it must be completed within a reasonable period of time. The Board of Directors reserves the right to determine what constitutes a reasonable period of time. All approvals are valid for 6 months from BOD signature unless an extension is granted by the Board of Directors in writing. I agree that I have read and understand the applicable Covenants, Conditions, and Restrictions for Grand Haven, its amendments, in addition to the Supplements that are specific for my subdivision.

The Homeowner must sign and date here to verify they have read and understand the above acknowledgement and notice.

Signature: _____

Date: _____

APPLICATION CHECKLIST

This checklist is to help you submit an application that is ready for review. Because many applications are unique to the Homeowner, there is no way to create a checklist that encompasses every possible circumstance or contingency. This checklist only contains general items and there may be something that your unique application requires that is not on this list. Be aware, that if your application requires some piece of information that is not on this checklist, you are still responsible for providing the information to the BOD when you submit your application. Incomplete applications, and applications missing necessary information, will be returned as denied.

POOL CONSTRUCTION

:

- A copy of the Lot survey that shows easements, county right of way, property lines, setbacks, and structures
- I have drawn onto the survey exactly where the pool construction will take place on my Lot.
- A pamphlet and/or picture of any amenities (when appropriate) that will be part of my pool.
- A copy of the schematic of pool plan, hot tub, and screen enclosure (if installing one).
- A copy of the contractor plan or list of materials — specifying water features, rock formation, decking, planters, etc.
- A picture of my house so the BOD can determine if my choices of materials, decking, and/or screen enclosure coordinates with my house.
- I have detailed a plan of how my pool company will access my property to construct my pool. I have included all appropriate paperwork and insurance forms if required.
- I made sure the contractor signed and filled out the contractor acknowledgement form.
- I made sure that my application is complete and that every line is filled out or has N/A.
- I am aware that if I complete the project myself that does not exempt me from applying for a county permit where appropriate.

POOL RENOVATION

:

- A copy of the Lot survey that shows easements, county right of way, property lines, and structures
- I have drawn onto the survey exactly where the pool construction will take place on my Lot.
- A pamphlet and/or picture of any amenities or renovations I am adding to my existing pool.
- A copy of the schematic or pool plan.
- A copy of the contractor plan or list of materials — specifying water features, rock formation, decking, planters, etc.
- A full picture of the existing pool, deck, and screen so that the BOD can determine how the renovation will coordinate with the existing pool structure.
- A picture of the house so the BOD can determine how the renovation will coordinate with the house.
- Paint or material samples where appropriate. These should include picture of the house so the paint sample and/or material samples can be compared to house and checked for coordination.
- I have detailed a plan of how my pool company will access my property to renovate my pool. I have included all appropriate paperwork and insurance forms if required.
- I made sure the contractor signed and filled out the contractor acknowledgement form.
- I made sure that my application is complete and that every line is filled out or has N/A.
- I am aware that if I complete the project myself that does not exempt me from applying for a county permit where appropriate .

Architectural Review Application for Pool Construction - Page 7

Homeowner Name: _____

Lot #: _____

Address of Fence Construction Site: _____

Mailing Address of Homeowner: _____

(If different than Pool Construction site)

INFORMATION TO HOMEOWNER: This is the only portion of your application that will be returned to you (please refer to the Directions on page 1 of your application). Please make a copy of your application prior to submitting it to the Board of Directors for review.

For official use only. Homeowner, please do not write below this line.

ARCHITECTURAL REVIEW RESPONSE:

Description of Pool Construction proposed by Homeowner: _____

Your Pool application is approved as submitted.

Your Pool application is approved with the following change(s), condition(s), or contingency(ies):

Your Pool application is denied for the following reason: _____

Grand Haven Master Architectural Control Committee

Date