ACC Application Instructions

and

Approved Exterior Paint Colors

Revised June 2024

Dear Napa Yacht Club Homeowner:

Thank you for choosing to live in our wonderful neighborhood. Our goal is to ensure that we keep our unique neighborhood friendly, beautiful, unique and updated for residents living here now and for advantageous resale in the future.

We are your neighbors. We volunteered to serve on the Napa Yacht Club Architectural Control Committee (ACC). We were approved by the HOA Board, with the goal of working to create an orderly, comprehensive and fair way to ensure that all exterior home improvements in our beautiful neighborhood are consistent with the goals of the community.

We work in partnership with our Homeowners Association Board and our Management Company, Common Interest Management Services, in the interest of allowing good communication and a clear set of guidelines. We are putting as many online forms on our website as we can to make approval of exterior improvements as easy as possible.

We created the exterior "Paint Maintenance Guide" color book to guide every homeowner through the process of choosing Napa Yacht Club approved exterior colors. It is designed to give you lots of exterior color choices to make the process of painting your home as easy as possible. Our committee members are happy to meet with you for clarification, suggestions or assistance. Your ACC Application will not be complete if you do not include the page number of your color selection. In addition to making Color Books available, you can see approved colors online at: https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/napa/ca/napa-yacht-club/

Hard copies of the color books are available through the HOA Management Company or the ACC Committee members. Sherwin Williams on Trancas Street can provide color chip samples and they offer the Napa Yacht Club a 30% discount on any of our approved colors.

All exterior modifications, including landscaping, must be submitted to the ACC and approved by the Napa Yacht Club Homeowners Association. Applications for ACC Approval are available on the Community Website or by contacting the HOA Management Company.

If you have any doubt, please contact the HOA Management Company to determine whether you need to file an application. Applications are absolutely required for exterior changes to your home's exterior colors, landscaping, fencing and window, doors and dock changes. A building permit from the City of Napa may also be required. Napa's Permits and Plan Review Information can be found online at: https://www.cityofnapa.org/758/Permits-and-Plan-Review-Information

Note that your project may require approval by the ACC even if no Napa Building Permit is required. Conversely, securing a Napa Building Permit is not a substitute for ACC approval, which may also be required.

The following rules will be strictly followed by the ACC for the benefit of our community:

1. In selecting color combinations for your home, only colors and color combinations selected from the approved Paint Maintenance Guide colors books may be used and

colors selected may only be used in their approved locations on the house.

2. **You must ADD the paint page number chosen from the Sherwin Williams Paint Guide for your application to be deemed complete and only a single-color scheme can be selected. Color schemes cannot be combined from separate pages.**

3. No exterior color will be approved which is the same or unreasonably similar, in the decision of the ACC, to immediately adjacent homes.

4. Garage doors color must be approved by the ACC.

5. The color of front doors may be selected at the discretion of the owner, subject to approval by the ACC.

6. Three separate colors or pages with two separate colors should be used unless the architecture of the house, in the decision of the ACC, does not accommodate it. Trim and accent colors may not be interchanged.

7. The ACC commits to be available to meet with and assist the homeowner in the approval process. If you need assistance submit a request to meet with an ACC Committee Member at: https://portal.commoninterest.com/Homeowner_v2/SubmitRequest

8. Please note your start and completion date on your ACC Application. An extension will be required for any construction that may last more than six months.

9. Construction trailers and all construction debris MUST be removed from driveways after 6:00 pm and cannot be left on the street or homeowner's driveway overnight.

10. Porta Potties must be located on the homeowner's property in as inconspicuous a place as possible and NOT on Napa Yacht Club streets. When designing major interior home improvements, we suggest that you leave one bathroom functional for contractors use until completion.

11. All approved projects are subject to "in progress" courtesy inspections to ensure compliance with the terms of the ACC approval. **When complete, please notify Common Interest for a final project completion review by the ACC and have them change your Front Gate Code, if you have allowed any contractors to use it during construction.** Please note that you are responsible to secure approval by the ACC of any changes that you wish to make to your approved plans. Unapproved improvements can be subjected to HOA Board action to remove and fines or both.

12. Any final decision by the ACC is subject to an appeal by the homeowner to the Board.

For other ACC Rules or questions, please contact Veronica Duran at vduran@commoninterest.com or visit the Napa Yacht Club Documents Section at https://portal.commoninterest.com/Homeowner_v2/Documents

Napa Yacht Club Homeowners Association

REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW

Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Each Napa Yacht Club Homeowners Association homeowner is subject to these restrictions. City or other public agency approvals and permits may be required, but do not constitute approval by Napa Yacht Club Homeowners Association.

NAME: _____ **DATE:** _____
(Please Print)
ADDRESS: _____ **EMAIL:** _____
PHONE:
(Home) _____ **(Work)** _____ **Proposed Start Date:** _____**Proposed Finish Date:** _____

CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

HOME IMPROVEMENTS:
☐ Structural Addition ☐ Gazebo/Arbor ☐ Fence ☐ Deck/Patio ☐ Greenhouse ☐ Pool/spa
☐ Dog run ☐ Retaining Walls ☐ Trellis ☐ Lighting additions ☐ Skylights ☐ Solar panels
☐ Satellite Dish ☐ Antennae ☐ Windows/Doors ☐ Window Treatments ☐ Gates ☐ Painting
☐ Sculptures ☐ Garage doors ☐ Driveways ☐ Other (specify)

LANDSCAPE IMPROVEMENTS: ☐ FRONT YARD ☐ BACK YARD ☐ SIDE YARD
☐ New Landscape ☐ Tree addition ☐ Tree removal ☐ Arbors/vines ☐ Hardscape
☐ Landscape lights ☐ Water features ☐ Other (specify)

The Applicant is responsible for assuring that the improvements authorized by the Association are located within the Applicant's property lines.

Neighbor Awareness: Please have your immediate neighbors review your application and sign below, <u>indicating only an awareness</u> of your intent to change your house color or make other alterations.

Neighbor 1
Name: _____
Address: _____
Signature: _____

Neighbor 2
Name: _____
Address: _____
Signature: _____

IF YOU ARE ONLY SUBMITTING A REQUEST TO CHANGE THE COLOR OF YOUR HOME:

1) You must enclose page number of your selection from the approved Napa Yacht Club Homeowners Color Books or online at https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/napa/ca/napa-yacht-club/

2) Identify which paint samples apply to body of the house, trim/fascia and trim accent colors and notate on the attached diagram.

3) Homeowners may not choose the same or similar Body Color as the home(s) next door.

ALL OTHER IMPROVEMENTS

1) Submit your drawings and plot plans to: Common Interest Management Services, 1682 Novato Blvd. Suite 204 Novato, CA 94947 or by Email to customerservice@commoninterest.com.

2) Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.

3) The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc.) The Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner the 45-days approval time frame will suspend and then resume with receipt of additional information.

4) Depending on the exterior improvement, the Association requests that you solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors.

5) All Projects must be completed within six (6) months after construction begins. Any extensions after the six (6) month must be approved by the Board of Directors.

6) PLEASE NOTE: The City or other public agencies may require approval of certain types of improvements. The owner is solely responsible for fulfilling all governmental requirements and must either submit proof that no permits are required or, if permits are required, submit a copy of all plans provided to the permitting authority. ACC approval will be considered separately from governmental approval and must not be considered a substitute for it.

By acceptance of any approval of this Application and commencement of the work described, the Owner assumes responsibility to abide by all of the applicable rules and conditions of the NYC HOA, including any conditions imposed by such approval.

Owner Signature _____ **Date** _____

RIP RAP RULES:
ANY REQUEST THAT INCLUDES RETAINING WALLS OR WORK NEAR THE RIP RAP WILL NOT BE CONSIDERED COMPLETE UNLESS THE OWNER CERTIFIES THAT THEY WILL ABIDE BY ALL HOA RIP RAP RULES, AS FOLLOWS:

I HAVE READ, UNDERSTAND AND WILL ADHERE TO NAPA YACHT CLUB HOA RIP RAP RULES.

SIGNATURE: _____ **DATE:** _____

Riprap Related Work.
Should an Application for ACC approval include any improvement to be made in or within 5 feet and at the elevation of the existing riprap, the Applicant shall:

1. Provide, at the Homeowner's cost, a boundary survey (including written report, stakes and photos) of the Homeowner's Lot which clearly displays the limits of the existing riprap in relation to the Lot boundary; and

2. The Homeowner must acknowledge that no improvements or disturbance of any kind will be made outside the boundaries of the Homeowner's Lot, which includes a prohibition on the planting of any new trees or other landscape material to the riprap area outside of the lot or the replanting or replacement of any dead landscape

materials; and

3. If approval is granted by the ACC for any improvements to be made within the Homeowner's Lot that are also within the existing riprap area, construction will be limited to construction which only:

a. Is performed pursuant to ACC approval and with a City of Napa Building Permit, which includes all related engineering studies and approvals from CA Fish and Wildlife and other appropriate agencies; and

b. The Homeowner must sign a Covenant re: Architectural Alteration to be recorded with title. The Covenant will memorialize the conditions under which the riprap work was approved and indemnify, hold harmless and defend the HOA harmless from any claim arising from or related to the approved construction.

DESCRIBE YOUR IMPROVEMENT IN DETAIL (attach drawings or additional sheets as necessary):

_____

_____

_____

_____

_____

_____

_____

WHO IS YOUR CONTRACTOR?

☐ **I'm performing the work myself.**

☐ **My general contractor is:** _____

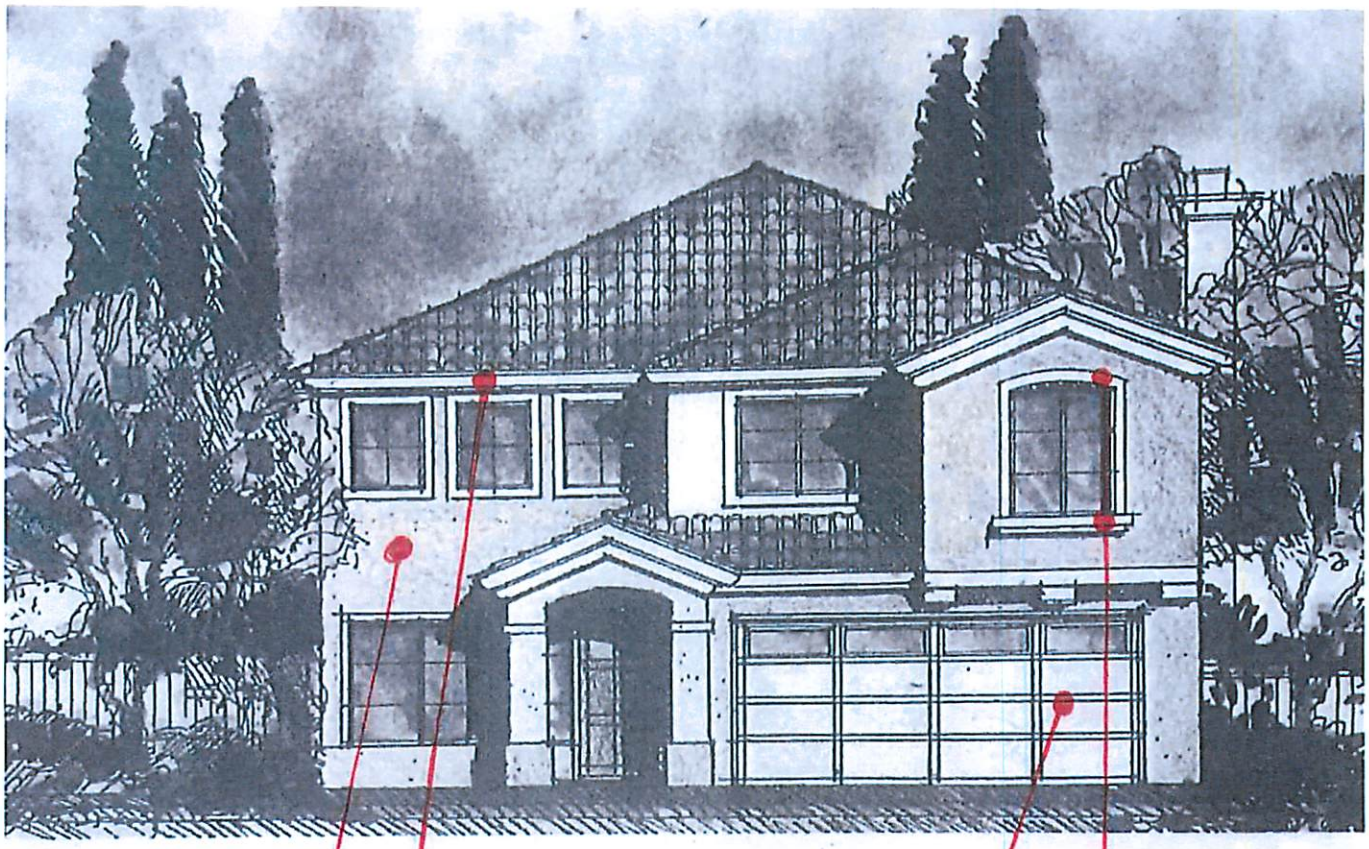
☐ **My landscape contractor is:** _____

☐ **The homeowner is the "person responsible" for damage to Napa Yacht Club Homeowners Association common areas caused by himself or by his contractor while completing these improvements. By submitting this application, I acknowledge responsibility for damage to the common areas by contractors entering Napa Yacht Club Homeowners Association property at my invitation.**

For Association Use Only:
Committee Member Name:_____
Date: _____
0 Recommend Approval as submitted: 0 Recommend Approval with following conditions: 0 Recommend Denial:
_____
_____
_____
_____

Committee Member Name:_____
Date: _____
0 Recommend Approval as submitted: 0 Recommend Approval with following conditions: 0 Recommend Denial:
_____
_____
_____
_____

Management Company Instructions:
0 Send response to owner based on Committee input noted above.
0 Send hearing letter regarding unauthorized installation.
0 Notify owner to cease work.
0 Send notice of completion



Body Color _____

Accent Color _____

Trim Color _____

Garage Color _____