

**GLENBROOK HOMEOWNERS ASSOCIATION
DESIGN REVIEW COMMITTEE (DRC)
OWNER CONSTRUCTION COMPLIANCE AGREEMENT
FOR A MINOR REMODEL OR MAINTENANCE PROJECT**

The following agreement is entered into between the Owner and the Glenbrook Homeowners Association (GHOA), Design Review Committee (DRC).

Unit/Lot # _____ Owner's Name _____
Street Address _____

It is hereby agreed and understood:

1. GHOA's CC&Rs require property owners to submit Plans, Drawings or detailed description of project for review and approval for any exterior improvement or change. This includes but is not limited to: windows, doors, painting or staining the same color or changing color, roofing, driveway replacement with asphalt or pavers, landscape replacements, etc . (See DRC Guidelines and the CC&R's)

2. No construction work can commence until DRC has approved the Project. To proceed without approval is a violation of DRC Rules & Procedures.

3. No changes can be made to approved drawings or submittals without the written approval from the DRC.

4. Unapproved changes are a violation of the CC&Rs and are subject to Owner construction penalties and the violation will be required to be remedied immediately at the Owner's expense. Continued material deviations, not corrected after initial notice and penalties, will be assessed construction penalties of up to \$1,000 per week, per item.

5. Violations of any of the above items and those set forth on the attached "Fees, Deposits, and Fine/Penalty Schedule" may cause the DRC to stop the project and the Association to impose discipline in accordance with the attached "Fees, Deposits, and Fine/Penalty Schedule."

6. If Homeowner requests a waiver of deposit because the work will be completed within 1 month by a single vendor/contractor, homeowner agrees that this waiver of deposit does not relieve homeowner's obligation according to section 2.5 (g) of the CC&Rs for payment of damage to common area or fines/penalties imposed by GHOA/DRC in accordance with GHOA procedures.

Check here to request a waiver of refundable deposit

7. Parking for construction vehicles including workers is to be confined to the client driveway or the area designated for parking by the GHOA manager. Shuttling workers, if necessary is the responsibility of the Contractor. Owner is responsible for enforcing parking plan. Violations of any contractor rules are subject to fines assessed against Homeowner deposits.

8. I waive my right to a 24-hr notice per CC&Rs section 4.3(b) and I give permission for DRC members, GHOA staff, or other consultants hired by GHOA to enter the property during the construction period while contractors or homeowners are present to inspect the compliance per approved plans, drawings or submittals and to enforce contractor rules and requirements.

9. My signature below attests to my acceptance of responsibility for the fees penalty's and fines as determined by the "DRC FEES, DEPOSITS AND FINE/ PENALTY SCHEDULE."

10. The project will commence on _____, 20__ and will be completed by _____, 20__

The undersigned has read, understands and agrees to the terms and conditions of this agreement and acknowledges the same by his/her signature below:

(Owner's Signature) (Date)

Attachment: Fees, Deposits, and Fine/Penalty Schedule