

**LOS ROBLES TOWNEHOMES
ARCHITECTURAL COMMITTEE**

PROCEDURES FOR SUBMISSION OF PLANS

1. OWNER SHOULD REFER TO THE COVENANTS, CONDITIONS, AND RESTRICTIONS.
2. WRITTEN REQUESTS FOR IMPROVEMENTS OR ALTERATIONS, INCLUDING CONSTRUCTION PLANS, BLUEPRINTS AND SPECIFICATIONS, ARE TO BE SUBMITTED TO THE ARCHITECTURAL COMMITTEE WITH A COMPLETED "APPLICATION FOR ARCHITECTURAL APPROVAL" FORM TO THE COMMITTEE'S OFFICE ADDRESS OR BY EMAIL:

LOS ROBLES TOWNEHOMES ASSOCIATION
C/O ANCHOR COMMUNITY MANAGEMENT
P.O. BOX 3237, CAMARILLO, CA 91311-3237
805-388-3848 805-388-0856FAX
CAROL@ANCHORCOMMUNITYMGT.COM

3. WHEN RECEIVED, MANAGEMENT COMPANY WILL FORWARD APPLICATION TO THE ARCHITECTURAL COMMITTEE AND COPY THE APPLICATION FORM FOR THE MONTHLY BOARD PACKET.
4. THE COMMITTEE CHAIRMAN WILL WRITE THE DATE RECEIVED ON THE APPLICATION FORM AND WILL NOTIFY THE OWNER THAT PLANS HAVE BEEN RECEIVED.
5. THE COMMITTEE HAS THIRTY (30) DAYS TO REVIEW THE PROPOSED IMPROVEMENT OR ALTERATION AND EITHER APPROVE OR DISAPPROVE THE PROPOSED ALTERATION. NOTIFICATION OF THE OWNER WILL BE EITHER BY HAND DELIVERY OR BY U.S. POSTAL SERVICE, FIRST CLASS POSTAGE. THE COMMITTEE MUST SEND NOTICE OF APPROVAL OR DISAPPROVAL WITHIN THE THIRTY (30) DAY TIME LIMIT.
6. FOLLOWING ARCHITECTURAL COMMITTEE'S APPROVAL OR DISAPPROVAL, THE COMPLETED APPLICATION FORM WILL BE SENT TO THE MANAGEMENT COMPANY FOR FILING. MANAGEMENT COMPANY WILL INCLUDE COPY OF COMPLETED FORM IN THE MONTHLY BOARD MEETING PACKET.
7. EACH OWNER SHALL COMPLY WITH ALL APPLICABLE ORDINANCES AND STATUTES, AND WITH REQUIREMENTS OF LOCAL AND/OR STATE BOARD OF HEALTH WITH RESPECT TO THE OCCUPANCY AND USE OF THE LOTS.

APPLICATION FOR ARCHITECTURAL APPROVAL

PLEASE MAIL OR EMAIL TO:

LOS ROBLES TOWNEHOMES ASSOCIATION
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CAROL@ANCHORCOMMUNITYMGT.COM

NAME: _____

ADDRESS: _____ LOT#: _____

PHONE (DAY): _____ PHONE (EVE): _____

DESCRIPTION OF THE PROPOSED IMPROVEMENT OR ALTERATION:

THE FOLLOWING DOCUMENTATION IS ATTACHED:

1. PLANS, SPECIFICATIONS, BLUEPRINTS AND/OR SKETCHES AND WRITTEN DESCRIPTION OF THE PROPOSED IMPROVEMENT OR ALTERATION SHOWING DIMENSIONS DISTANCE FROM LOT LINE, TYPE AND COLOR OF MATERIALS TO BE USED.
2. COPY OF THE PERMIT ISSUED BY THE CITY OF THOUSAND OAKS, IF REQUIRED. DELIVERY AND STORAGE OF THE BUILDING MATERIALS IN THE STREET REQUIRES A PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS.

THE OWNER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE RESULTING FROM THIS WORK. LICENSED, BONDED AND INSURED CONTRACTORS ARE RECOMMENDED. IT IS THE OWNER'S RESPONSIBILITY TO INSURE THAT CONTRACTOR HAS WORKER'S COMPENSATION, LIABILITY AND AUTOMOBILE LIABILITY INSURANCE.

WORK SHALL NOT BEGIN UNTIL THIS APPLICATION HAS BEEN APPROVED AND SIGNED BY THE ARCHITECTURAL COMMITTEE. ALL WORK IS SUBJECT TO INSPECTION BY THE ASSOCIATION.

EACH OWNER SHALL COMPLY WITH ALL APPLICABLE ORDINANCES AND STATUTES AND WITH THE REQUIREMENTS OF LOCAL AND/OR STATE BOARDS OF HEALTH WITH RESPECT TO THE OCCUPANCY AND USE OF THE LOTS.

IT IS UNDERSTOOD THAT ANY APPROVED IMPROVEMENTS OR ALTERATION SHALL BECOME THE CURRENT OWNERS AND ALL FUTURE OWNER'S RESPONSIBILITY TO MAINTAIN. THE OWNER AGREES TO HOLD THE ASSOCIATION HARMLESS FROM ANY FUTURE MAINTENANCE OR REPLACEMENT EXPENSES.

OWNER'S SIGNATURE: _____ DATE: _____

****DO NOT WRITE BELOW THIS SPACE, FOR ARCHITECTURAL COMMITTEE USE ONLY****

DATE RECEIVED BY ARCHITECTURAL COMMITTEE: _____

THE ARCHITECTURAL COMMITTEE HAS REVIEWED AND APPROVED/DISAPPROVED THIS APPLICATION.

COMMENTS: _____

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____