

UPPER TERRACE HOMEOWNERS ASSOCIATION - ARCHITECTURAL MODIFICATION REQUEST

Homeowner Name: _____ Email: _____

Upper Terrace Residence Address: _____ Westlake Village, CA

Owner Mailing Address (if different): _____

Home Phone: _____ Cell Phone: _____

Proposed Improvements: _____

_____ Date: _____

Neighbor Advisement: The Architectural Committee has determined that it is in your best interest to advise your neighbors of any proposed improvements to your property and request that you have your adjacent neighbors sign below.

The following comments/approvals were made to assist the Homeowners Association in the architectural review process. The purpose of this review is to check the architectural request for its conformance to the existing HOA CC&R guidelines. Further review regarding Building and Safely may be required and is the responsibility of the homeowner.

Neighbor's Name	Address	Signature	Objections?
_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>
_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>
_____	_____	_____	Y <input type="checkbox"/> N <input type="checkbox"/>

Note: Objections by neighbors will be reviewed by the committee, but do not mean disapproval by the committee.

Submittal: THE FOLLOWING INFORMATION MUST BE ATTACHED TO THIS FORM. PLEASE REVIEW THE CC&R'S (Article V) AND ASSOCIATION RULES FOR ADDITIONAL REQUIREMENTS.

1. Description of improvement
2. Location of proposed improvement with dimensions, and distance to property lines.
3. Materials and colors to be used.
4. Elevations of proposed improvements relating to existing dwelling.

IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED, YOUR PLANS WILL BE RETURNED TO YOU WITHOUT PROCESSING.

The committee has 30 days from the receipt of this request to make their decision. Please allow for that time.

Mail to: Upper Terrace HOA – c/o Anchor Community Management, Inc.
P.O. Box 3237, Camarillo, CA 93011-2310 (805) 388-3848
or Fax: (805) 388-0856 **or email:** info@anchorcommunitymgt.com

Below this line for use by the Architectural Control Committee only

Approved: Conditional approval: Disapproved:

Conditions for approval or reason(s) for disapproval:

Date: _____ Signature: _____

The owner may seek reconsideration by the Board of Directors (in an open meeting held in accordance with Civil Code Sections §5310(a)(10), 4765) of the decision made by the Architectural Committee. The Board will respond to the request for reconsideration within 30 days after receipt of such request. Appeals to the Board must be submitted in writing.