

**VIÑA DEL MAR HOMEOWNERS ASSOCIATION
ARCHITECTURAL APPROVAL REQUEST**

Please find the attached Architectural Submission Form, Architectural Committee Comments and Please review, complete and return all forms to:

Anchor Community Management, Inc.

P. O. Box 3237

Camarillo, CA 93011-3237

Fax: 805-388-0856 • info@anchorcommunitymgt.com

The following points should be observed to insure proper and timely execution of this procedure:

1. All applications must be sent to the Management Company.
2. Anchor will retain one copy of the application and forward all other related documents of the Architectural Committee.
3. Please include all dimensions, color, drainage information, etc.
4. An average processing time is three to four weeks. The response time will be in accordance with the CC&R provisions (45 days, see Article IV).
5. If a homeowner does not seek architectural approval from the Architectural Committee, the Community has certain rights specified in the CC&R's. The Homeowner is advised to review the CC&R's pertaining to rights of the Community regarding lot improvements.
6. As a homeowner, you have the right to appeal the Architectural Committee's decision.
7. An example of a proposed plot plan is included in this packet, as well as a section to indicate the colors of paint being used.
8. Final product may be inspected for conformity to application. Applicant agrees to allow the Architectural Committee access for such inspection.
9. Any improvement or addition, structural in nature, i.e., patio cover, spa, electrical, etc., may require a separate application to the appropriate city and/or county agencies to obtain building permits. It is the responsibility of the homeowner to obtain all necessary approvals, including building permits, etc.
10. A required fee of:
 - a. \$0 for simple landscape upgrades and changes; or
 - b. \$100.00 for all other plans.

This fee is a direct cost for the Community to have an expert review the Architectural Application.
11. If you have any questions, please feel free to contact, Anchor Community Management, Inc. at (805) 388-3848 or email info@anchorcommunitymgt.com.

Note: It is recommended that applications to the Architectural Review Committee be submitted at least forty-five (45) days prior to scheduling construction. No construction of any kind is permitted until written approval from the Architectural Review Committee has been received.

**VIÑA DEL MAR HOMEOWNER'S ASSOCIATION
ARCHITECTURAL SUBMISSION PACKET**

Date: _____ Email: _____

Owner Name(s): _____

Viña del Mar Address: _____ Camarillo, CA 93010

Mailing Address (if different): _____

Home Phone: _____ email: _____

Cell Phone: _____ Work Phone: _____

Submittal for: Landscape Hardscape Pool Spa Patio Cover Other

Proposed project: _____

Proposed Start Date: _____ Est. Date of Completion: _____

Adjacent Neighbor's Approval:

Neighbor on Left Side:

(Facing house) Please Print Name _____

Address _____

Signature _____ Date _____

Neighbor on Right Side:

(Facing house) Please Print Name _____

Address _____

Signature _____ Date _____

Neighbor at Front:

(Facing house) Please Print Name _____

Address _____

Signature _____ Date _____

Check if application fee is included (if required on Page 1, Item 10.)

I UNDERSTAND AND AGREE THAT no work on this request shall commence until written approval has been granted by the Architectural Committee. I agree to complete all improvements and maintain my lot in accordance with my approved plans and the CC&R's for my Association.

Owner's Signature _____ Date _____

Owner's Signature _____ Date _____

**VIÑA DEL MAR HOA
ARCHITECTURAL COMMITTEE COMMENTS
FOR ARCHITECTURAL COMMITTEE USE ONLY:**

APPROVED DISAPPROVED FURTHER INFORMATION REQUIRED

Committee Comments or Corrections:

Architectural Committee Signature _____ Date _____

ALL CONDITONS BELOW APPLY TO YOUR SUBMITTED PLANS:

1. This approval is only for those items which did not deviate from the requirements set forth by the CC&R's.
2. Any modifications to establish drainage facilities are done under the homeowner's responsibility. Consultation with a licensed civil engineer is recommended when designing new drainage facilities. All necessary approvals are the homeowner's responsibility.
3. Improvements done by a homeowner which may cause damage to any landscape and lighting facilities is the responsibility of that homeowner to return the improvements to their original state at his own expense; i.e., fencing, irrigation, landscaping, etc.
4. Any improvements which modify existing grading or slopes are done under the sole responsibility of that homeowner performing the work. A licensed geotechnical and civil engineer should be consulted prior to any such work taking place, and copies of all plans, specifications, and calculations should be submitted to the Architectural Committee for their approval and records. Any slope failures which are a result of the said improvements are the sole responsibility of the homeowner performing the construction.
5. It is the homeowner's responsibility to obtain all necessary permits for any construction approved herewith and shall comply with all local laws and land ordinances ill connection with such construction.
6. The homeowner should consider both aesthetics and acoustical effects when determining spa equipment location. Pool and spa equipment should be enclosed and placed in a non-offensive location.
7. Any work performed in the City or County Right of Way may require an Encroachment Permit and/or approval from the City or County of residence.
8. This approval is not for any vegetation or other obstruction which may be in a location or such height as to unreasonably obstruct the view from any other lot in the vicinity of the subject lot, nor will any vegetation be allowed to grow to such a height as to unreasonably obstruct such views.
9. Softscape planting is the homeowner's responsibility regarding future root system or dropping of leaves and/or fruit.

10. _____
