

# **Chateau Lake San Marcos Architectural Request/Notification Form**

Please fill out this form, attach any necessary documentation, and submit it to the Executive Director's office.

Date of request: \_\_\_\_\_ (approvals must be submitted with a minimum 21 days advanced notice)

Unit Number: \_\_\_\_\_

Name/s: \_\_\_\_\_

Nature of work to be performed: \_\_\_\_\_

Complete plans (Please describe the type, shape, color, size, and materials to be used for this project):

\_\_\_\_\_  
\_\_\_\_\_

Planned date and location of work or improvements:

\_\_\_\_\_  
\_\_\_\_\_

Name all service providers and contractors. License numbers must be included:

\_\_\_\_\_ License # \_\_\_\_\_  
\_\_\_\_\_ License # \_\_\_\_\_

Insurance information for each service provider/contractor: Please attach a copy of evidence of insurance.

\_\_\_\_\_

**Once submitted, your request will be reviewed and you will be notified in writing of an approval. Approvals may take up to 21 days and are contingent upon a final inspection by the Association after all work has been completed.**

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## **Office Use Only**

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Your request has been approved/denied by** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please review and adhere to Chateau Lake San Marcos Contractor Work Rules**

**Work must promptly commence and be completed in a timely manner.**

If your request is denied, you may appeal this decision by submitting a request for a hearing by the Board of Directors to the Executive Director within 30 days of receipt of a denial.

### **Architectural Changes that require prior approval:**

- Any change or improvement to the exterior of a building
- Air conditioning/HVAC changes
- Any alteration that affects plumbing or electrical systems, including water shut downs
- Any fence, wall, obstruction, or outside wiring
- Balcony or patio screens, covers, enclosures, tent, awning, trellis, planted trees or shrubs
- Balcony or patio surface changes including outdoor carpeting
- Skylights
- Interior floor covering changes hard surface such as tile, laminate, hardwood etc.
- Exterior shutters, blinds, curtains, drapes, screens
- Opening of walls when combining two units

### **Changes that do NOT require approval BUT do require notification to the Association:**

- Interior painting (Noxious odor policy shall be adhered to)
- Interior changes that do not impair or alter the common areas, utilities, plumbing, electrical, floor changes or other units.