

Request for Architectural Revision — CLSMHOA CC&Rs 7.5

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

Review of request may take up to 30 calendar days to complete

*Some work such as interior painting and millwork may not require prior approval however owners MUST submit required license and insurance information to the association for ALL contractors and service providers performing ANY work on premises.

Please see the Chateau Lake San Marcos Rules and Regulations, Architectural Revision for detailed information for specific work being performed.

Architectural Changes that require prior approval:

- Any change or improvement to the exterior of a building
- Air conditioning/HVAC changes
- Any alteration that effects plumbing or electrical systems, including water shutdowns
- 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 or painting of the surface
- Window, door, and skylight installations
- Interior floor changes including carpeting, tile and flooring
- Exterior shutters, blinds, curtains, drapes, screens
- Any Structural Change

Date of request: _____

Approvals must be submitted with a minimum 30-days advanced notice

Unit Number: _____

Owners Name/s: _____

Nature of work to be performed: _____

Please describe the work to be performed. Include complete plans including the nature, kind, shape, color, size, height, materials, and locations to be used for this project. Please refer to the rules and regulations, architectural revision for other specific requirements:

Planned start date and location of work or improvements: _____

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

1. _____ CA License # _____

2. _____ CA License # _____

____ Provide Insurance information for each service provider/contractor including General Liability, Workers Compensation insurance, and vehicle insurance:

(Please note: Certificates of insurance are NOT sufficient evidence of insurance – a declaration of insurance is required from each contractor. Proof of vehicle

insurance is required for all contractors and providers that operate a motor vehicle on the property)

____ Owners are required to ensure that all contractors are informed of all association rules and regulations including the contractor work rules provided with any approval

____ Once submitted, your request will be reviewed, and you will be notified in writing of an approval, denial, or if additional information is requested. Requests may take up to 30 calendar days.

All approvals are contingent upon a final inspection by the Association after all work has been completed.

Association Use Only

Reviewed By: _____ **Date:** _____

Your request has been: Approved Denied (see reason below)

Request has been approved/denied by _____

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

Denial Reason _____

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.