

CAPE TERRACE HOMEOWNERS ASSOCIATION

Architectural Change Request

Owner/Applicant's Name: _____

Unit Number: _____

Phone: Home: _____ Work: _____ E-mail: _____

Date Request Submitted/Mailed? _____

To The Board of Directors:

I am the owner of the unit identified above and hereby request permission to make architectural changes that affect the exterior of my unit as described on the attached plans, drawing, sketch and/or site plan. (Please note: drawings or plans need NOT be professionally done, but they must be clear and complete enough for the Board members to understand the nature of the project). I understand and agree as follows:

1. I agree to be responsible for the proper maintenance and any damage caused by repair, removal and/or replacement of the described change at my unit. (Changes that may affect drainage patterns are of particular concern and are generally prohibited.)
2. I understand that it is my responsibility to obtain any building permits and comply with all local government codes as applicable.
3. I understand that any work done by contractors relating to this request remains my responsibility. Also, that all trash created in the process must be expeditiously removed from the complex. (Your contract with the contractor should specify this.)
4. I understand that I may have to remove and restore to original appearance at my expense anything that is/was installed prior to written approval by the Board and/or doesn't comply with the above and/or conditions imposed by the Board upon approval of this request.

Owner's Signature

Please mail the form to So Cal Property Enterprises, 1855 Sampson Ave., Corona, CA 92879 or fax to 951-270-3709. The Board normally meets on the second Monday of each month. Requests should arrive at So Cal Property Enterprises, Inc. 10 days prior to that for consideration at the meeting (and to allow time for any needed clarifications, etc.)

Date Request Received: _____

Board Action: _____

Date of Board Action: _____