

**UPPER TERRACE HOMEOWNERS ASSOCIATION - ARCHITECTURAL MODIFICATION REQUEST**

Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Association Unit Address: \_\_\_\_\_ Westlake Village, CA

Owner Mailing Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Proposed Improvements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

*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.*

<b>Neighbor's Name</b>	<b>Address</b>	<b>Signature</b>	<b>Objections?</b>
_____	_____	_____	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  
P.O. Box 2310, Camarillo, CA 93011-2310 (805) 388-3848 Fax (805) 388-0856

Should you have any questions please e-mail Colleen Scott at Anchor Community Management  
colleen@anchorcommunitymgt.com

<b>Below this line for use by the Architectural Control Committee only</b>		
Approved: <input type="checkbox"/>	Conditional approval: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
<i>Conditions for approval or reason(s) for disapproval:</i>		
_____		
_____		
_____		
Date: _____	Signature: _____	
<i>The owner may seek reconsideration by the Board of Directors (in an open meeting held in accordance with Civil Code Section 1363.05) 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.</i>		