

HACIENDA CARMEL COMMUNITY ASSOCIATION

REQUEST FOR CHANGE OR ADDITION TO UNIT

TO: General Manager / Architectural Review Committee

DATE: _____ UNIT # _____

FROM: _____

PHONE/EMAIL _____

REQUESTING: Change or addition to unit

Description of proposed changes: *(Please attach a separate sheet or drawing if necessary)*

Name of contractor(s) or appropriate tradesperson(s) who will be performing the work described above:

Contractor License # _____

Proposed start date of project: _____ Estimated completion date: _____

By submitting this request I / we hereby acknowledge and agree to the following conditions:

1. Work on the above requested changes may not begin without prior approval.
2. A copy of this form with approval must be posted in a front window of the unit prior to the start of work.
3. It is the Homeowner's responsibility to obtain any necessary governmental permits.
4. Any modifications to an approved project must be reported to the General Manager prior to making changes.
5. Work done without prior approval may be subject to a fine of not less than \$250 in accordance with CC&R's.
6. Progressive inspections may be required depending on the scope of work being done.
7. All construction / landscaping debris must be disposed of off Hacienda grounds by owner or contractor.
8. Upon completion of the project General Manager shall be notified for final inspection to assure that all work has been done according to approved scope and specifications.
9. Homeowner shall indemnify, defend and hold HCCA and each of its directors, officers, employees, managers, and agents harmless from and against all claims, suits, demands, losses, damages or liability, including without limitation, reasonable attorneys' fees and costs arising out of the proposed architectural improvement and/or any resulting damages.

Signature of owner(s) _____

Below to be completed by General Manager / Architectural Review Committee Chairperson

Reviewed by General Manager on _____. Comments, recommendations or additional conditions:

Architectural Review Committee recommendation to Board of Directors: ☐ Approval ☐ Non-Approval

Comments: _____

General Manager

Date

Architectural Review Chairperson

Date

Request is approved in accordance with HCCA Architectural Rules. Date: _____

Variance ☐ approved ☐ not approved by HCCA Board of Directors. Date: _____

PLEASE NOTE: Projects that are not approved may be appealed in writing to the Board of Directors.

Final inspection of completed project by General Manager completed on: _____