

TAHQUITZ CREEK VILLAS HOMEOWNERS ASOCIATION

ARCHITECTURAL/LANDSCAPE REQUEST FORM

Please read and complete this form in its entirety. Include copies of information listed below. Incomplete forms will result in delays. Email copies to kate.alexander@managementtrust.com or mail to Kate Alexander c/o The Management Trust Co. 39755 Berkey Dr, Palm Desert CA 92211-1106

NAME _____ UNIT ADDRESS: _____ EMAIL: _____

PHONE _____ CELL: _____ Brief Description of Project: _____

PLANNED PROJECT (please circle one): [Architectural] [Landscape]

START DATE: _____ FINISH DATE: _____

Conditions of Approval Disclaimer:

- Unless specifically agreed to in writing by the Board of Directors, approval of this request is expressly conditioned upon the Owner assuming costs for additional maintenance (e.g., relocation of sprinklers or electrical) directly caused by the proposed modifications, additions or improvements.
- During the approval process, the Homeowner Association (HOA) may require, at homeowner's expense, that an architect, landscape consultant, attorney or other contractor review the proposed request/plans. These reviews are limited in scope and may not be relied upon by the Owner to ensure correctness of this request from a legal, architectural, structural, engineering and/or landscape standpoint.
- The Owner agrees and represents that, as a condition of submittal, they have reviewed and confirmed that the proposed request/plans are correct from a legal, architectural, structural, engineering and/or landscape standpoint. The Owner further stipulates that these requests will not negatively impact or cause damage or additional maintenance to HOA maintained property.
- Submission of this application along with all required documentation will be presented to the Board at the next regular scheduled Board Meeting for review and/or approval. Upon approval the applicant will be notified either by email or mail. If described work has not commenced within 60 days of approval date, this application will become Null and Void. An extension of time for this application may be requested in writing with just cause.
- Per CCR Article 12, Section 7, Owner to notify HOA actual date project has been completed for final inspection.

Include the following information with this request:

- Detailed description of improvement
- Location of improvement to unit and dimensions - shown in a detailed sketch
- Description of materials/plantings and color scheme
- Copy of building permit (when applicable)
- Copy of vendor's License and Insurance Coverage

Signature of Owner(s)

X _____

Date: _____

X _____

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For Official Use Only:

Approved or Approved with following condition(s) _____

Disapproved _____

Neighbor(s) notified by applicant ____ or by Board via email/letter ____ (only if affected by proximity of project)

Signature of Board of Director

X _____

Date: _____

FINAL SIGN OFF project complete

Signature of Board of Director

X _____

Date: _____