

COLUMBIA SQUARE MAINTENANCE ASSOCIATION ARCHITECTURAL CONTROL APPLICATION

Please complete this request form for any planned changes including but not limited to: windows/slider replacement; kitchen/bathroom remodel; changing plumbing/electrical/gas locations; HVAC; changing/adding/removing interior walls; and satellite dish installs.

Application review can take up to 30 days after it is received, so please plan ahead and submit the application, along with two (2) sets of plans, pictures, and drawings to the Association's Property Manager at:

COLUMBIA SQUARE ARCHITECTURAL COMMITTEE
 c/o ProActive Professional Management
 23201 Lake Center Drive, Suite 101
 Lake Forest, CA 92630
 Fax (949) 346-9925 Email: info@proactivepm.pro

THE FOLLOWING MUST BE COMPLETED OR YOUR APPLICATION WILL BE RETURNED:

Owner:	Date:
Mailing Address:	
Contact Phone:	
Property Address:	

ARCHITECT OR CONTRACTOR INFORMATION (IF APPLICABLE):

Contractor's Name and/or Company:	Phone:
Contractor's Address:	
Contractor's License #:	Contractor's Insurance Carrier:

DESCRIPTION OF PLANNED IMPROVEMENT, PROJECT, OR CHANGE: (use back of page if needed)

<u>Date of planned work after board approval:</u> <u>(Must be completed within 90 days of approval)</u>	

I UNDERSTAND AND AGREE THAT:

1. No work shall commence until the written approval of the Architectural Committee has been received.
2. Building permits for the proposed work may be required and the cost of any permits and the responsibility of obtaining permits and subsequent County inspection will be the responsibility of the undersigned. Architectural Committee approval is not intended to be, nor shall be considered a substitute for approval by the necessary and appropriate governmental agencies. The Board has been informed that the County will not issue building permits for any improvement until the proposed improvement has been approved by the Architectural Committee.
3. The Architectural Committee's approval or disapproval shall be based on the considerations set for in the CC&R's and the Architectural Committee shall not be responsible for reviewing, nor shall its approval be any plan or design be deemed approved of, any plans or design from the standpoint of structural safety, engineering or conformance with building or other codes.
4. After approval is given, the project must be completed within a 90 day period.
5. I have read this application, the Association's CC&R's and I understand and agree to the terms and conditions of the Architectural Control Committee's review of my application, plans and specifications, as stated therein.
6. **INSTALLATION TO BE AT NO COST WHATSOEVER TO THE ASSOCIATION. ANY FURTHER MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE OWNER, HEIRS OR ASSIGNS.**
7. Inspection(s) may be conducted by Board of Directors and/or third party contractor.

I (We) acknowledge and agree that I (we) will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested modification. I (We) hereby indemnify the Columbia Square Maintenance Association from and against any and all such claims. I (We) understand and acknowledge that I (We) am (are) responsible for complying with all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested modification and further that I (We) am (are) responsible for all maintenance, repair and upkeep of said modification.

SIGNATURE OF ALL OWNERS:

Owner: _____ Date: _____

Owner: _____ Date: _____

BOARD OF DIRECTORS RESPONSE:

- FULLY APPROVED** **CONDITIONALLY APPROVED with Conditions below**
 DENIED

Signed: _____ Date: _____

Comment/Conditions:
