

Pacific Pointe Homeowner's Association

Architectural/Grounds Improvement Application

Any change / addition that affects the exterior appearance of a residential home or property requires approval of the Board of Directors of the Homeowner's Association (HOA). Any homeowner desiring to make any change or addition to any portion of the exterior of his/her home must request and obtain approval for the change or addition prior to work beginning from the Board of Directors. Unauthorized changes or additions are in violation of the Homeowner's Association protective covenants and must be removed, and /or the property must be restored to its original condition, at the discretion of the Board, and at the expense of the homeowner. The application procedure is as follows:

1. Submit to the Board of Directors this application form along with one copy of the plans and specifications showing the location, nature, kind, shape, height, construction materials and color of same. Incomplete applications will be returned automatically without consideration. Once approved the applicant is expected to build in accordance with the approved application. Failure to do so nullifies the approval. Changes to any aspect of the plans and specifications after board approval require separate approval.
2. The Board will review the application form at the next scheduled meeting and make a decision. The decision will take one of four forms: Approved, approved with conditions, deferred or denied.
3. The owner will be mailed a copy of his/her application indicating the Board's decision within ten days from the date of the meeting.

Applicant's Information

Name: _____ Date: _____

Phone: _____

E-mail (optional) _____ Address: _____

Description of Request:

This change / addition in no way encroaches on a neighbor's property, common area or out-lots. I agree to abide by the rules established by the Board of Directors, and will be solely liable for any upkeep required by this change / addition. I also understand it is my responsibility to obtain all required permits and abide by all county / township building and zoning codes.

Date: _____ Signature: _____

For Board of Director Use Only

Date received: _____ Received by: _____

Board Decision: **Approved** **Approved with conditions*** **Deferred**** **Denied*****

*Conditions of approval:

**Reason for deferral:

***Reason for denial:

Date reviewed: _____

By: _____

Title: _____

* Conditions of approval must be met within sixty days from the date this application is reviewed by the Board of Directors.

*** Should an owner wish to appeal a denied application, a written appeal must be submitted to the Board of Directors within thirty days of the date the application was originally reviewed by the Board of Directors.