

Sequoyah Hills Homeowners Association, Inc.

c/o Willis Management Group, Inc. • 3180 Crow Canyon #100 • San Ramon, CA 94583 • Phone 925-901-0225 • Fax 925-901-0553

ARCHITECTURAL CHANGE APPLICATION

NAME _____ TODAY'S DATE _____
(Please Print)

ADDRESS _____ PROPOSED COMPLETION DATE _____

PHONE _____ EMAIL _____

DO NOT plan work until written approval is received. All applications should be submitted at least thirty (30) days before work begins and must include a copy of the plan to scale.

TYPE OF ARCHITECTURAL AND/OR LANDSCAPING MODIFICATION

____ **Windows:** ____ **Roofing:** ____ **Garage Door:** ____ **Front Door:**
Manufacturer _____ Type / Style _____ Color _____

____ **Painting:** Please fill in the paint manufacturer's name, the names of the colors, and color number.
Paint Brand Name _____ House Color _____ House Color Number _____
Paint Brand Name _____ Trim Color _____ Trim Color Number _____

NOTE: Please Attach paint color samples for all colors listed above.

- ____ **Driveway**
- ____ **Solar Panels**
- ____ **Fence / Retaining Wall**
- ____ **Landscaping / Front Yard / Front Porch or Patio**
- ____ **Remodeling / Addition**
- ____ **Other**

Explanation / Additional Information _____

For Association Use Only:	
Date: _____	Committee / Board Member Signatures: _____
____ Approved	____ Not Approved
Comments: _____	

SEQUOYAH HILLS – ARCHITECTURAL CHANGE APPLICATION (CONTINUED)

Applicant / Owner (referred to as Applicant from this point forward) agrees and understands that the Architectural Change Application does not fulfill all conditions and requirements for approval. It is understood by Applicant that additional information may be required as deemed necessary to render a decision. Until all information is submitted, the application will be deemed incomplete and it will stand unapproved.

Furthermore, Applicant agrees to the following:

1. Applicant agrees and understands that in the event the modification is approved, the Board of Directors may impose special conditions of construction and maintenance on the approved work.
2. Any deviation from the approved plans, specifications or special conditions shall cause the permit to terminate and become null and void.
3. Applicant agrees and understands that failure to conform to these requirements will be automatic authorization by the application to have the work brought into conformance with the approved plans, specifications and special conditions.
4. Applicant agrees and understands that all costs incurred by the Association as a result of bringing said work into compliance shall be a charge against the owner’s lot. Such costs shall include costs of construction, reconstruction, administration fees, attorney fees and reasonable court costs, if incurred.
5. It is also agreed that no work will be initiated which will: be a violation of any of the provisions of the governing documents for the Association or any applicable building code; be an annoyance to the residents; or increase the costs of insurance to the Association. Applicant agrees to indemnify the Association and its agents against any and all acts, omissions, or claims arising in connection with the approval, construction, operations, maintenance, repairs, use or removal of the improvement, including attorney fees and costs of litigation in connection therewith.
6. Applicant agrees that, in the event the application is approved, all maintenance, repair or replacement of the approved items will be the sole responsibility of the owner and, further, that any expense incurred by the Association which is the direct or indirect result of the approved change shall also be the sole responsibility of the owner.
7. All work should be initiated with the consideration of the grounds, aesthetics, and time and noise factors.
8. Applicant understands that all necessary permits and approvals from the municipalities or other jurisdictions are the sole responsibility of the Applicant and the Committee / Board approval of this application is subject to the Applicant receiving such necessary permits and approvals.

Applicant agrees to the forgoing conditions:

Property Owner Signature

Date

NEIGHBOR AWARENESS

The neighbor’s approval is not necessarily a condition of approval for your improvement/modification by the Architectural Committee or Board of Directors. The intent is to advise your neighbors of the proposed improvements/modifications. Those signing below merely indicate that they have been informed of your intent. No application is complete without at least two immediate neighbors signing below.

Neighbor’s address	Neighbor’s Name	Neighbors Signature	approve / disapprove
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Neighbor’s address	Neighbor’s Name	Neighbors Signature	approve / disapprove
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