

Modification Request Process

1. Owner contacts Manager about desire to modify the living unit or the unit's landscape area.
2. Manager explains process; sends pdf forms; and refers Owner to the Association website.
3. Owner sends completed forms along with supporting materials (e.g., drawings or photos) to the Manager **at least 2-3 weeks in advance of desired start date.**
4. Manager sends application forms and supporting materials to the Architectural Control Committee (ACC), and copies the Board.
5. ACC reviews submittal; contacts Owner to see site or to clarify information, if necessary; consults the Landscape Committee when appropriate; and sends recommendation to the Board via the Manager.
6. Manager places the modification request on the Board's agenda and notifies Owner of the date of the Board Meeting when it will be considered.
7. Board reviews the Owner request for Modification along with the ACC's recommendation and takes formal, documented action at a regular open Board Meeting.
8. Manager informs Owner in writing of approval and of any specific conditions required for the project, such as filing a Maintenance Covenant with the County Clerk Recorder's Office.

The Village at Santa Barbara Owners Association

Application for Modification

Owner's Name: _____

Owner's Address: _____

Owner's Phone: _____

Address where Modification will occur (*if different from Owner's Address above*):

Please fully describe the modification, addition, or change requested:

Please submit plans and specifications describing, in detail, the modification, addition or change requested.

Please submit (attach to this application) any other information which will help the Association accurately visualize and understand, in detail, the nature, scope and extent of your requested modification.

The approximate time the project will take to complete is: _____

The anticipated start date is: _____

The anticipated completion date is: _____

It is important that you submit detailed, complete, and accurate information regarding your request so that the Association accurately visualize and understand, in detail, the nature, scope and extent of your requested modification. If the association is unable to do so, it will be grounds for denying your application.

For the following questions, if the information is not available at the time of this application, owner agrees to submit such information to the Board in writing before any construction or demolition begins:

The name, address and telephone number of the Contractor, if now known, who will perform the work:

The contractor's liability insurance carrier: _____

The contractor's liability insurance policy number: _____

The contractor's Workers' Compensation carrier: _____

The contractor's Workers' Compensation policy number: _____

The contractor's Contract License number: _____

If the Board deems that I must file a Maintenance Covenant with the County Clerk Recorder's Office conveying maintenance responsibilities for some or all of the modifications applied for herein to the unit owner, I hereby agree to do so and provide a copy confirming the filing to the Board prior to start of construction.

I, the undersigned owner, submit this request for the consideration and approval of the Association's Architectural Review Committee or Board of Directors. Please notify me of the date, time and location of the meeting at which my Application will be considered.

Dated: _____, 20____
_____, OWNER

FOR ASSOCIATION USE ONLY

Date Application for Modification Received: _____

Date Notice of Meeting Sent to Owner: _____

Date of Meeting for Consideration of Application: _____