

**PENASQUITOS CASABLANCA
ARCHITECTURAL REQUEST FORM**

Important information is contained on this cover sheet. Please read carefully, and complete the application accordingly so we may process your request in an expedient manner.

1. Rules A-1 through A-13 of the Association's Rules and Regulations, pertain to architectural issues. Please review these, before submitting your application.
2. In accordance with rule A-2 of the Associations Rules and Regulations, this form **is required** to be submitted by any owner who desires to make any change or addition to the exterior of any residential unit. These changes include but are not limited to: satellite dishes, plant hangers, wind chimes, patio covers, etc.

Rule A-2: No changes or additions to the exterior of the residential units such as: painting, installation of antennas, patio covers (screens, sunshades, awnings), walls, fences, screen doors, etc. may be made without the approval of the Board of Directors. Plans and specifications must be submitted in writing to the Board of Directors.

3. Only owners (person(s) actually on title for the unit) may submit an Architectural Request Form. All legal owners of the property, are required to be listed on and sign the Architectural Request Form. If submitted by a non-legal owner of the property, or if all owners are not listed and have not signed, the request will be automatically rejected.
4. Provide as much description as possible, concerning your request. Information such as; location, size/dimensions, and color(s) is required. A manufactures brochure and/or picture of the item is desired. Also, a picture of your unit and where the item will be placed is desired. If the Board has doubts as to what you are requesting or what the end result will appear like, your request will be denied. Therefore, it is in your best interests to provide as much information as possible.
5. **No owner, is authorized to install/construct their request until receiving the written approval of the Board.** As discussed in the Association's governing documents, **only the Board** may approve an Architectural Request. The Association's Manager, employees, residents, or owners ARE NOT AUTHORIZED to approve said Architectural Request.

Note: Please print clearly and legibly, or type.

Owner(s): _____ Date: _____

1. _____ / _____
(print name) (signature)

2. _____ / _____
(print name) (signature)

3. _____ / _____
(print name) (signature)

Note: By submitting this document, the owner(s) listed above, hereby agree to comply with the all rules, regulations, and procedures of the Penasquitos Casablanca Architectural Request process. In addition, the owner(s) hereby agree that should their request be approved or conditionally approved that they are subject to the Conditions of Approval listed below and continued on the following page.

Unit address: _____

Work Phone: _____ Home Phone: _____

Fax: _____ Email: _____

Request: _____

(attach additional documents as required)

CONDITIONS OF APPROVAL

1. If the request is approved or conditionally approved, the owner(s) assume all responsibility and liability pertaining to the installation and/or construction, maintenance, and operation of the item(s) which they requested. In addition, the owner(s) assume all responsibility and liability arising out of the installation, construction, maintenance, and/or operation as a result of their architectural change and any and all damage to the common property

of the Association, exclusive use property of the owner(s) or adjacent unit(s), or personal property of the owner(s) or adjacent unit(s).

2. The owner(s) hereby agree, that they will remove the item(s) installed and/or constructed should they sell or transfer title of their unit. In addition, the owners are responsible and liable to return the unit to its original condition, repair any damage or change to the unit, as a result of the installation or construction of the item.
3. The owner(s) hereby agree, that this request will be made part of the units file and that their unit will be encumbered by this document. In addition, the owner(s) acknowledge that this document will be made available to any subsequent owner(s) during the escrow process should the unit be placed for sale or transfer of title.
4. The owner(s) are hereby informed, that should they sell/transfer title to their unit that the prospective owner(s) may only keep/maintain the item(s) approved by this request if the new/prospective owner(s) submit and receive approval of an Architectural Request Form.

Board Decision: _____
(Either: Approved / Conditionally Approved / Disapproved)

Date: _____

Board Signature:

_____/_____/_____
print name title signature

Comments: _____

