

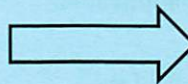
# NEW HORIZONS SOUTH BAY ASSOCIATION ARCHITECTURAL CHANGE REQUEST FORM

This form is designed to expedite your architectural request. Please allow thirty (30) days for the architectural committee to contact you.

Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_ Email: \_\_\_\_\_

 ARE YOU THE OWNER OF THE PROPERTY AS DESCRIBED ABOVE?      Yes    No    (circle one)

If no, are you an agent working on behalf of the owner?      Yes    No    (circle one)

Name: \_\_\_\_\_ Relationship/Agent: \_\_\_\_\_

See page 2 of this form and choose from the list of modifications (a) through (x) which one(s) best define the nature of your request. Write your choice(s) below:

\_\_\_\_\_

If your request is not listed or needs further clarification, please describe your request in detail including the location if applicable and attach it as a separate page along with this request form for review.

Proposed Date of Commencement of Work: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

Note: A City permit may be required for construction changes. Please check with the City of Torrance.

All architectural requests should be accompanied by any of the following that are applicable to your request:

1. A description of the proposed additions and/or modifications, including, as needed, a written description (including size, shape, color, material, etc.), pictures, drawings, diagrams, plans, specifications, schematics, elevations, and a plot plan showing the location of the proposed improvements or structure.
2. Set of construction plans (only required if request is a major remodel).

### OFFICE USE ONLY:

Architectural Committee Chairman: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

PROJECT #: \_\_\_\_\_

**An application is not an approval until reviewed and given approval in writing by the Board of Directors and/or Architectural Committee Chairman.**

Approval is not an authorization unless and until all permits have been obtained from the City and all other jurisdictions required. All additions and/or modifications must be in compliance with the Association's CC&R's and Rules and Regulations.

Applicant agrees to indemnify and hold harmless the New Horizons South Bay Association ("Association") from any and all claims, demands or damages in connection with the proposed additions or modifications. Applicant agrees to indemnify the Association and its membership for any physical damage to the unit or common areas caused as a result of the proposed additions or modifications. Applicant warrants that a contractor holding a valid State Contractor's License will perform the additions or modifications to the unit and that applicant hereby accepts liability for the acts and omissions of the contractor, sub-contractor, and their agents. Applicant further warrants that he/she will give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the proposed additions or modifications and will secure and pay for a building permit and all other permits and governmental fees, licenses, and inspections necessary for the proper execution and completion of the proposed additions or modifications. Applicant agrees to indemnify, hold harmless and bear all costs to the Association or its membership if the additions or modifications are made contrary to any applicable laws, statutes, ordinances, building codes or other governmental rules or regulations.

The undersigned further acknowledges that, if approval is granted, said approval is the aesthetic design component of the alteration; additions and/or modifications are not approval for engineering design. The undersigned further acknowledges that approval of additions and/or modifications is effective for the period of one (1) year; project must be completed within this time limit.

The undersigned acknowledges that no variance from the additions/modifications as described in this architectural application will be allowed unless an amended application is first submitted and approved.

This agreement and the rights and obligations provided hereunder shall insure to the benefit of and shall be binding upon the assigns, successors in interest, personal representatives, executors, administrators, estates, heirs, and legatees of each of the parties hereto.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Projects included, but not limited to the following:**

- |   |  |   |  |
|---|--|---|--|
| a | Installation of new flooring and soundproof underlay                                       | m | Relocation, removal, or addition to walls within your unit                             |
| b | Relocation of hot water tanks  | n | Replacement, relocation, or addition of ANY window or sliding glass doors              |
| c | Installation of balcony windbreaks or awning curtains                                      | o | Changes to or modifications of a unit's heating system                                 |
| d | Installation of balcony cabinets or items exceeding height of patio railing or fence (36") | p | Front door replacement   |
| e | Installation of water softeners  | q | Installation of a satellite antenna dish (not allowed on the fascia)                   |
| f | Installation of attic stairs   | r | Installation of ANY air conditioning system  |
| g | Installation of trellis, (no visible clothing, mops, or similar items are permitted)       | s | Installation of balcony awnings  |
| h | Installation of screen or security screen door   | t | Re-piping or changes to the plumbing system in your unit (requires city permit)        |
| i | Building or installing any type of structure on a balcony, patio or in a garage            | u | Addition to ANY new wiring within your unit (requires city permit)                     |
| j | Modifying or cutting additional doors in a garage storage cabinet                          | v | Replacement of Electric Panel (requires city permit)                                   |
| k | Separation of sewer lines  | w | Installation of an inclinor on exterior stairs (must have a physician's written order) |
| l | Patio resurfacing, patio carpet, tile, or other covering                                   | x | Installation of fence enclosure on back patio of lower unit or bungalow                |