

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
ARCHITECTURAL REQUEST FORM**

Name: _____ Date _____

Property Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

I. Proposed Project Information: (Describe in detail – diagram, height, colors, materials, etc.)

II. Neighbor Advisement: (You must advise your adjoining neighbors of any proposed improvement to your property. Please have them sign below. If a unit is vacant, please indicate the address and leave the signature blank.)

Right Side Neighbor Signature: _____ Address: _____

Left Side Neighbor Signature: _____ Address: _____

III. Documents Required for Submittal:

- ___ Two (2) sets of detailed plans
- ___ Two (2) copies of this application
- ___ All specifications, materials and locations of proposed improvements
- ___ Actual samples and/or pictures / brochure of improvement proposed

IV. Architectural Committee Review: The Architectural Committee has thirty (30) days from the date of submittal to review the application with required documents. If all required documents are not submitted completely in full, the architectural applications will be denied.

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Architectural Committee Use Only

_____ Approved _____ Denied

Conditions of Approval / Reasons for Denial:

Date: _____ Architectural Committee Signature _____

Return Application with all attachments to:

**mail to: Powerstone Property Management
9060 Irvine Center Dr
Irvine CA 92618
email to: pfields@powerstonepm.com**

**THE TERRACE AT CANYON HILLS HOMEOWNERS ASSOCIATION
NOTICE OF COMPLETION**

Today's Date _____

I hereby certify that all work has been completed and done in compliance with the approved plans and conditions.

Address where work took place: _____

Owner's Name: _____

Signature: _____

Mailing Address (if different): _____

Daytime Phone: _____ Evening Phone: _____ Email: _____

Type of Work: *(Attach photographs of work covered under this submittal and return along with this form)*

Window Replacement Plumbing / Electrical Garage Door Replacement

Satellite Installation Front Door / Screen Door Installation

Other _____

DO NOT WRITE BELOW THIS LINE

The Architectural Committee has observed the improvements and recommends the following:

APPROVED: Final observation is complete and the owner is in substantial conformance with the approved plans.

DISAPPROVED: Homeowner is NOT in substantial conformance with the approved plans. Homeowner shall complete/modify/remove the items. After all items have been corrected resubmit to the Managing Agent for a second request for final observation. See attached comments for items not in conformance.

The Terrace at Canyon Hills Homeowners Association Architectural Committee Comments / Corrections:

Date: _____