

**THE FOUNTAINS HOMEOWNERS ASSOCIATION**

**Request For Change Form - Architecture**

Attention: Chairman, Architectural Control Committee

**NOTE: THIS IS A FOUR (4) PAGE FORM.**  
**PLEASE COMPLETE AND SUBMIT ALL FOUR (4) PAGES**

Change to Structure (*for approval*)

Change to Interior (*for documentation*)

*For the benefit of our community, all exterior changes, for example: windows; patio doors; satellite dish installation, must get written approval from the Architectural Control Committee. All interior changes, for example: moving interior load bearing walls; utility lines; plumbing; or electrical must be documented by a Request For Change form submitted to and approved, in writing, by Architectural Control Committee.*

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***No changes shall commence until signed documentation or approval is granted and received.***

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Owner Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Request Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Received On Behalf of Committee By: \_\_\_\_\_ Date Received: \_\_\_\_\_

**DESCRIPTION OF CHANGE REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional documents, drawings and information as may be necessary to fully describe change)*

PROPOSED: START DATE \_\_\_\_\_ COMPLETION DATE \_\_\_\_\_

Please include the following with your request:

1. Description and specifications of all improvements including photos and or brochures.
2. Detailed drawings (architectural blue prints as necessary) for any proposed changes/additions.  
**Plans must be accurate and note the scale in the legend.**

**PLEASE NOTE** that plans that are approved are not to be considered authorization to change the original plans as designed by the developer and approved by the County of Los Angeles. The review is intended to consider aesthetic appearance. Owner may also need to acquire city permits for any possible structural changes.

*Reminder: Homeowner is **responsible** for obtaining all **city permits** prior to commencement of installation or change.*

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**NEIGHBOR AWARENESS**

Neighbor's approval is not a condition to plans being approved by the Architectural Control Committee; however, the intent is to advise the neighbors who own property within 30 feet of the property to be improved or altered of the proposed improvements or alterations. **Failure to obtain these signatures could delay approval.** Neighbors who would like to make comments to the association regarding the proposed improvements should direct comments by mail within **three days** of having seen this application to:

THE FOUNTAINS HOMEOWNERS ASSOCIATION  
c/o Pacific Coast Management  
4515 E. Anaheim Street  
Long Beach, CA 90804  
Email: Angie@PacificCoastManagement.com

By signing below, I am acknowledging the fact that I have had an opportunity to review my neighbors proposed improvements or alterations to their home. I understand that this is a requirement for the owner to obtain my signature and that in the event I have concerns or issues I may address them with the applicant and/or submit my concerns in writing to the management company in the time frame mentioned above.

NAME AND ADDRESS OF ADJACENT NEIGHBORS WITHIN 30' OF SUBJECT PROPERTY

Neighbor Name	Address	Signature	Date
Neighbor Name	Address	Signature	Date
Neighbor Name	Address	Signature	Date
Neighbor Name	Address	Signature	Date

The neighbors noted above have seen the plans I am submitting for Architectural Committee approval. I understand neighbor objections do not in themselves result in a denial. However, if necessary, the Architectural Control Committee will contact the neighbors to determine objections, as well as the feasibility of the plans.

Subject Address: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

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**THE FOUNTAINS HOMEOWNERS ASSOCIATION**  
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**General Terms and Conditions**

1. The Fountains Homeowners Association architectural approval does not constitute waiver of any requirements set forth by applicable government agencies.
2. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications and The Fountains Homeowners Association assumes no responsibility for such. The function of the Architectural Control Committee is to review submittals as to aesthetics, community design, and compliance with the CC&R's.
3. All technical and engineering matters are the responsibility of the owners.
4. An oversight of a Covenant, Condition or Restriction, or a Committee policy does not constitute waiver of that rule and therefore must be corrected upon notice.
5. Access for equipment used in construction must be through your property only. Access over Community Property will not be permitted without prior, written approval from the association Board of Directors or management.
6. Streets may not be obstructed with the objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks or community Property.
7. **COMMUNITY TRASH BINS ARE NOT TO BE USED FOR DISPOSAL OF MATERIALS FROM CONSTRUCTION/RENOVATIONS.**
8. Building permits may be required for certain improvements from the City of Long Beach and /or the County of Los Angeles.
9. Any damage to The Fountains Homeowners Association property will be replaced or repaired by The Fountains Homeowners Association subcontractor. All applicable charges for restorations will be charged back to the unit owner by the Fountains Homeowners Association and is due within 30 days from notification or assessment of penalties.
10. Unapproved architectural modifications or changes, or the failure to properly follow the approval process will result in a fine equal to 100% of the homeowner's monthly assessment. The cost to restore any modification to its original condition will be at the homeowner's expense if the modification is denied by the Board or Architectural Committee.
11. **The approval process is a 30-day process.** All reasonable efforts will be made to expedite the review of your plans. Should the association grant approval, the work authorized must be started no later than 6 months and completed no later than 12 months from the date of the approval. Any work not completed within the time frame will be deemed unapproved, requiring the homeowner to resubmit the application for approval.
12. Decisions concerning the proposed change will be provided in writing. If a proposed change is disapproved, the written decision will include both an explanation of why the proposed change is disapproved and describe the procedure for submitting the application for reconsideration by the Board of Directors if the application is not reviewed at an open meeting of the Board.
13. All terms and condition noted in the association's CC&R's and Rules & Regulations are applicable and may be enforced by the Board of Directors.

Subject Address: \_\_\_\_\_

Date: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

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Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**Architectural Control Committee Review Only**

Date submitted to committee: \_\_\_\_\_

- Recommended Approval                       Conditional Approval Recommended as follows:  
 Recommended Disapproval Pending Further Review or Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Recommended Disapproval for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Architectural Control Committee Chairman

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**Board of Directors Review of Denial**

Date submitted to Board of Directors: \_\_\_\_\_

Additional details required as a result of review meeting: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homeowner Signature: \_\_\_\_\_

President Signature: \_\_\_\_\_

- Recommended Approval                       Conditional Approval Recommended as follows:  
 Recommended Disapproval Pending Further Review or Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Recommended Disapproval for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Member / Account Manager

**If your original request is denied outside of an open meeting, you have the right to appeal the decision with the Board of Directors at an open Board meeting by accompanying this application with a written letter, appealing the decision and identifying the grounds as to why the application should be approved as submitted. The letter of appeal must be submitted no later than 14 days prior to the next association meeting.**

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