

# WOODFIELD HOMEOWNERS ASSOCIATION

## Architectural Improvement Application

Homeowner Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Homeowner Address: \_\_\_\_\_

Phone: home (\_\_\_\_) \_\_\_\_\_ work (\_\_\_\_) \_\_\_\_\_ alternate (\_\_\_\_) \_\_\_\_\_

Property Address: \_\_\_\_\_

Proposed Improvement: \_\_\_\_\_

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**Attach the following information** (brochures, if available):

- Description of the improvement.
  - Materials to be used including colors.
  - Sketch of proposed improvements including dimensions. We do not need scale plans.
- Any of the above missing items may cause a delay in processing your request. Be as detailed as possible.*

Expected Date of Project Completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Special Circumstances (if any): \_\_\_\_\_

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

**Neighbor Advisement** (*adjacent neighbors*): Neighbor awareness is advisory only. It is suggested if there is any impact on your neighbors. However, the Architectural Committee may contact neighbors to evaluate their comments.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Comments

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Comments

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

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## Architectural Improvement Application

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- Any necessary permits are homeowner responsibility. Architectural Committee approval of this application does not constitute waiver of an applicable governmental agency requirements.
- Architectural Committee approval of this application does not constitute acceptance of any geological, technical or engineering specifications. All geological, technical and engineering matters are homeowner responsibility.
- Homeowner **must comply** with all applicable CC&R guidelines and Rules & Regulations.
- **ANY APPLICATION THAT DOES NOT INCLUDE ALL OF THE ABOVE INFORMATION OR IS UNCLEAR WILL BE RETURNED WITHOUT PROCESSING.**

Upon completion, mail or fax to: **Woodfield Architectural Committee  
c/o Optimum Professional Property Management, Inc. (ACMF)  
Accredited Community Management Firm  
230 Commerce, Suite 250  
Irvine, CA 92602  
Fax: 714-665-3000**

----- ARCHITECTURAL COMMITTEE USE ONLY -----

Approved On\*: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

Approved with Conditions: \_\_\_\_\_

Disapproved On: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

### FINAL INSPECTION

Upon completion of work, the BOD and/or Architectural Committee reserve the right to inspect the unit exterior. This may include a request to view the patio area if work was performed there. If the patio is inaccessible, an appointment will be made with the homeowner.

Date of Final Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

Inspection Comments: \_\_\_\_\_

\*Approved application is valid for 4 months from date of approval.