

Attachment 1
Architectural Review Board (ARB)

Application for Alteration to House or Property

This form must be submitted prior to any planned additions or modifications to existing installations that affect the external appearance of a Fair Oaks Estates property.

<u>Applicant Information</u> Date of Submission: _____ Owner's Name: _____ Address: _____ Telephone: (Home): _____ (Work): _____ (Cell): _____ Email: _____ Proposed Start Date: _____ Estimated End Date: _____	<u>ARB Action</u> Date Received: _____ Date of Action: _____ Approved: _____ Disapproved: _____ Remarks/Stipulations: _____ _____ _____ _____ _____ Signature: _____
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Existing House colors: Brick: _____ Siding: _____ Trim: _____
Shutters: _____ Front Door: _____ Garage Door: _____ Roof: _____

Summary of proposed change(s): (attach supporting documents required by FOEHA Architecture and Maintenance Standards)

I certify that I have read the sections of the FOEHA Architecture and Maintenance Standards that apply to the proposed change(s) and have included all required attachments and obtained the required acknowledgements from affected homeowners (see next page).

Signature of applicant: _____
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ACKNOWLEDGEMENTS are a **required** part of the application. By signing the application form, a nearby resident acknowledges they are aware that an application is being submitted for specific modifications and **does not indicate approval or disapproval** of the requested modifications. Any one who has concerns with the proposed change should contact the Community Manager who, in turn will notify the appropriate ARB representative and/or the Board of Directors. Any homeowner with concerns may request to attend the scheduled ARB meeting during which the proposed change is considered.

Acknowledgements must be obtained from residents of adjacent properties that may be visually impacted by the modification. For example, if a color change to a front door is contemplated, acknowledgement must be obtained from the residents directly across the street and those adjacent to the residence across the street. Similarly, if a color change to siding, trim, or roofing that affects all sides of the house is contemplated, signatures must be obtained from residents adjacent to and in back of, as well as across the street from the house to be changed, since any of these may be visually impacted by the change.

Acknowledgements: (Signature does **not** imply approval or disapproval of the requested change(s)).

Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____
Signature: _____	Address: _____	Date: _____

Instructions: Applications and enclosures should be mailed, emailed or faxed to the FOEHA professional management representative as listed in *THE ACORN* newsletter and in the contacts section of the FOEHA web site (WWW.FOEHA.ORG). The professional management representative will retain and file the Application and all of the attachments and a copy of the Application will be returned to the applicant after ARB action has been taken.