

# Architectural Request Form

ANCHOR OAKS  
COMMUNITY ASSOCIATION

Date: \_\_\_\_\_  
Request ID: \_\_\_\_\_ (Office Use Only)

Homeowner Name & Address:

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

Site Address

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

In order to maintain the architectural standards in our community, it is mandatory that any improvements that change the exterior appearance of the homes receive approval from the Architectural Control Committee and/or Board of Directors. Typically, the Committee and/or Board response to your ACC request will be 30-45 business days from submission to the committee. Reconsideration of a committee decision can be appealed to the board of directors.

Your architectural request must be submitted in writing before the work is started. Some typical examples of items that require prior approval are screen doors, skylights, windows, doors, and landscape improvements in the front yards.

**\*If you are providing a color copy, paint swatches or a brochure, you must supply (5) originals.  
(Ex: paint colors. doors. windows.)**

Request (Use additional sheet if necessary):

ACC Committee / Board Response:

## Architectural Committee / Board Status

- |                                                                |                                                          |
|----------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Architectural Request                 | <input type="checkbox"/> Partial Approval as noted above |
| <input type="checkbox"/> Approved as Submitted                 | <input type="checkbox"/> Denied                          |
| <input type="checkbox"/> Approved with conditions stated above | <input type="checkbox"/> Refer to Board of Directors     |

## Architectural Committee / Board Signature

\_\_\_\_\_

Date Request Received: \_\_\_\_\_  
Date Request Sent to Committee or Board: \_\_\_\_\_  
Date Reply Sent to Homeowner: \_\_\_\_\_

RETURN TO: TERRA VISTA HOA MANAGEMENT  
P.O. BOX 1067, MONTEREY, CA. 93940