

**OLD WORLD OWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE APPLICATION**

Dear Owner:

Per your CC&R's, you must obtain approval prior to making any exterior or structural changes to your unit.

In order to obtain Board approval, you will find an application for architectural modification attached. You will need to complete all portions of the application and return it to this office. You must include a copy of your **plans, drawings, renderings, brochures, pictures, etc., with your application.**

The application will be given to the Board for review. When approval is obtained, you must then, if required, obtain all required permits before construction can continue. Copies of the permits must be submitted to the Association for their files.

If you should have any additional questions regarding these procedures, please feel free to call the management company at (949) 225-0200.

Sincerely,

THE BOARD OF DIRECTORS

**OLD WORLD OWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE APPLICATION**

PROPERTY ADDRESS: _____

OWNER NAME: _____ DATE: _____

HOME PHONE #: _____ WORK PHONE #: _____

Nature of Request: _____ Landscape _____ Concrete/Masonry

 _____ Remodel/Addition

 _____ Other: _____

PROPOSED STARTING DATE: _____ COMPLETION DATE: _____

NOTE: Architectural approval of your plan(s) does not constitute acceptance of any technical or engineering specifications, and the Old World Owners Association assumes no responsibility for such. The function of the Architectural Committee is to review submittals as to aesthetics and conformance to the Association's Guidelines. All technical and engineering matters are the responsibility of the homeowner.

If further architectural and/or design changes are to take place, please submit to our attention all details for future approval. A State Licensed contractor who has not less than \$500,000 General Liability Insurance must perform all work. One set of plans must be given to the Architect who reviews the plans for building code compliance & CC&R adherence, one set of plans must be given to the management company for the file and one set of plans will be given to the Board and Architectural Committee to share on the property, therefore three sets of plans are required.

Your request must be reviewed by the Architectural Committee and approved by the Board of Directors. An applicant will be given a decision within thirty (30) days of submission of all plans and specifications, and any other data required by said committee. Please note that the thirty (30) day period commences on the date the plans and specifications are properly submitted and logged in at the management company's office. **NO WORK MAY BEGIN UNTIL PLANS HAVE BEEN APPROVED, IN WRITING, (CC&Rs, ARTICLE VIII).**

I am submitting this application for plan approval, and I am responsible for the information provided. All architectural change must be in compliance with all Association Governing Documents, Association Maintenance Matrix and all building codes applicable.

Signature of Homeowner

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Neighbor Notification:

It is the intent of the Association to have Owners who are improving their lots to inform their neighbors on all sides as to the vendor schedule of activity for improvements affecting them.

- A. Improvements requiring notification: any exterior improvements that may impact the neighbors in the community.
- B. Statement: the front, right, left, and rear Neighbor Acknowledge must be provided to the Association to verify the neighbors have been notified about proposed improvements. Applicants are also required to receive the acknowledgement of any other neighbor(s) that the Applicant believes will be significantly impacted by the improvements.

NEIGHBOR ACKNOWLEDGEMENT

Note: If property is unoccupied, space must be signed by the property holder/owner. THE PRINTED NAME AND SIGNATURE MUST BE ON THIS FORM IN THE SPACE INDICATED.

Right Side Neighbor Name/Address	Signature
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Left Side Neighbor Name/Address	Signature
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Rear Side Neighbor Name/Address	Signature
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Front Side Neighbor Name/Address	Signature
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Proposed Modification: _____

I understand that under the Declaration and rules and regulations, the Board will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. I will make no work or commitment of work until I have received written approval from the Association.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commences and will be done in a good workman-like manner by a contractor or myself.
4. All work will be performed at a time and in a manner to minimize interference and convenience to other unit Owners.
5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
7. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Homeowners Association, its Board of Directors, its agent and the Committee have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.
8. The contractor is: _____
9. If approved within thirty (30) days, the work would start on or about _____ and would be completed by _____.

Print Name

Signature

Property Address

Date

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BOARD OF DIRECTORS/ARCHITECTURAL COMMITTEE REVIEW

Review Date: _____

_____ Approved _____ Approved with Conditions _____ Not Approved

Authorized Signatures: _____

Condition of Approval/Reason Not Approved:

Please return all pages of this application and any attachments required to:

**Millennium Community Management
1900 E. Warner Avenue 1P
Santa Ana, CA 92705
Phone: 949-225-0200 Fax: 949-225-0214**