

INSTRUCTIONS FOR FILLING OUT THE FORM

1. Enter your name, address, mailing address (if different), and one or more phone numbers for the Architectural Review Committee to contact you if there are questions.
2. Enter the proposed start and completion dates.
3. Sign and date the form.
4. **Mail, email (care@pmpmanage.com), or deliver requests to:**
Property Management Professionals, LLC, 515 Marin St., Suite 404, Thousand Oaks, CA 91360-4117
(805) 642-2400
5. You need not return these instructions with the form.

AFTER YOU SUBMIT YOUR REQUEST

- A. The Management Company, upon receipt of the request, will stamp the date the request was received on the form, which is the start date of the 30-day period, and provide the form to the Architectural Review Committee. The Management Company will send the homeowner a notice by mail acknowledging the date that the request was received. The Management Company will deny the request if all necessary information is not received from the homeowner.
- B. The homeowner will receive a response from the Management Company within 30 days of the date the request was received. The architectural request is approved by default if the applicant does not receive a response that is postmarked by the end of the 30th day from the date on the acknowledgment notice sent earlier by the Management Company.
- C. Final approval will not be granted until the Project Completion Form has been returned by the homeowner, indicating project completion, and the Architectural Review Committee has signed off on the project.

REMINDERS

Body colors are for the stucco and veneer/siding portions of the house.

Trim colors are for the wood trim.

Accent colors are for front doors and shutters only.