

SOUTH PARK HOA

SANTA CLARA, CA

ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee (ARC) reviews all requests for modifications to the exterior of the Townhome. Requirements for City Permits, drawings, samples, etc. are contained in the Guidelines by subject matter. Please review the appropriate item(s) for information before submitting an Architectural Request.

To complete an application, the homeowner must submit:

1. A completed application form
2. Any information/drawings/pictures, etc. required by the Guidelines
3. Any additional information in support of the application

The review process may take up to 45 days but every effort is made to accommodate the homeowner if possible.

The HOA Board meets on the third Tuesday of the month. Submit requests one week prior to the monthly meetings. Instructions are on the Architectural Request.

Thank you for your application, which can be dropped off, faxed, mailed or emailed to:

Community Management Service

1935 Dry Creek Rd, Suite 203 Campbell, CA 95008-3631

Attn: Robert Reed

Email: reed@communitymanagement.com Fax: (408) 559-1970

Please note: This approval is superseded by all applicable City permit and building ordinances. Please be advised that you are responsible for obtaining any required City/County permits and ensuring that your plans do not violate any applicable codes. It is also the responsibility of the homeowner to verify that contractors are licensed and insured.

South Park Homeowners Association – Architectural Modification Request Form

On completion mail to: or Fax to: or Email to:
Community Management Service (408)559-1970 rreed@communitymanagement.com
1935 Dry Creek Road Suite 203
Campbell, CA 95008-3631
Attn: Robert Reed

Owner Name: _____ Home Phone: _____

Property Address: _____ Work Phone: _____

Mailing Address if Different: _____

Phone: _____ Email: _____

Modification Request:

- _____ Addition of Window/Interior _____ Front Door
- _____ Balcony Modification _____ Garage Door
- _____ Solar Installation _____ HVAC Remodeling
- _____ Windows Replacement _____ Other

Approval is hereby requested to make the above modification(s) to the unit. I understand that the Board meets once a month and the 45-day review period does not commence until all documentation to complete my application is received by the Board. I also acknowledge that work will not commence on this improvement until notification of approval is received. This approval is only good for one (1) year from date of approval.

Signed: _____

****DO NOT WRITE BELOW THIS LINE****

Date: _____ Application Complete _____ Y _____ N Owner Contacted _____

Approved _____ Denied/Tabled _____

Comments:

