

Bancroft Village Homeowners Association

ARCHITECTURAL CHANGE REQUEST FORM

Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Failure to do so will result in removal of unauthorized changes at the Homeowner's expense. These requirements are outlined in the Declaration of Covenants, Conditions and Restrictions and Architectural rules. Each homeowner is subject to these restrictions. City of Walnut Creek approval and permits may be required but do not constitute approval of Bancroft Village Association.

NAME: _____ DATE: _____
(Please Print)

ADDRESS: _____

PHONE: (Home) _____ (Work) _____ Proposed Start Date: _____ Finish Date: _____

CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

HOME IMPROVEMENTS:

Structural Addition Gazebo/Arbor Deck/Patio Skylights/Tube Light Solar panels
 Satellite Dish Windows/Doors** Garage doors Gates Other (Please specify)

**PLEASE NOTE THAT REPLACEMENT OF WINDOWS MAY REQUIRE THE INSTALLATION OF TRIM AROUND THE WINDOWS. IF SO, THE HOMEOWNER IS RESPONSIBLE FOR PROVIDING TRIM WHICH MUST BE THE SAME SIZE AND MATERIAL AS THAT ALREADY EXISTING ON THE HOME, BE PRIME PAINTED ON ALL SIDES, AND BE CAULKED PROPERLY. THE WORK MUST BE DONE BY A LICENSED CONTRACTOR AND THE ASSOCIATION WILL PROVIDE THE FINISH PAINT.

The Applicant is responsible for assuring that the improvements authorized by the Association are located within the Applicant's property.

1. Please submit your drawings and other pertinent material to: Common Interest Management Services, 315 Diablo Road, Suite 221, Danville, CA 94526.
2. Please describe the proposed improvements in detail and if necessary, attach a drawing showing type of construction, location relative to existing structures, etc.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, etc.) In its sole discretion the Association may ask for more information regarding your improvement during the review process.
4. PLEASE NOTE: The City of Walnut Creek requires approval of certain types of improvements. You may be required to get city permits, and other conditions may apply. The homeowner is solely responsible for fulfilling any municipal requirements.
5. The homeowner is also responsible for any damage done to the common area during and/or after the construction work.
6. **No work is to begin related to this request until you have received written approval from the Architectural Committee**

By your signature below, you agree to the above terms and conditions.

Owners Signature

Date

BANCROFT VILLAGE ASSOCIATION IMPROVEMENT APPLICATION (continued)

DESCRIBE YOUR IMPROVEMENT IN DETAIL:

WHO IS YOUR CONTRACTOR?

I'm performing the work myself.

My general contractor is: _____

I, _____, understand that any unapproved architectural changes, (Print owner name) including the construction of improvements and/or changes different from those approved by the Board, will result in removal of the unauthorized improvements or changes at my expense.

Owner's Signature

Date

For Association Use Only:

Property Address: _____

ARCHITECTURAL COMMITTEE ACTION

Committee Member Name: _____ **Date:** _____

Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

BOARD OF DIRECTORS ACTION: APPROVED NOT APPROVED

APPROVAL BY MANAGEMENT:

By: _____ **Date:** _____

Management Company Instructions:

Send response to owner based on Committee input noted above.