

Allen Avenue Square North HOA Architectural Application

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Date Submitted: _____

In accordance with the Allen Avenue Square North HOA CC&R's and the association's rules and regulations, I request your consent to make the following changes, alterations or renovations to my unit:

Is this an amendment to a previous request? _____

If yes, approximate date of previous request: _____

I understand that Board of Directors will provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me 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 commenced and will be done in a good workman-like manner by myself or a contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience 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. All changes to floors within units (e.g., replacement or addition of tile, hardwood, carpet, etc.) must provide code compliant sound control properties for both airborne and impact sound insulation.

7. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.

8. 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 Allen Avenue Square North HOA, its board of directors, and its agent 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.

9. The contractor is: _____

10. If approved within twenty-one (21) days, the work would start on or about _____ and would be completed by _____.

Signature: _____

11. Any work not started on or before _____ is not approved and planned construction is to be subject to re-submittal to the Board of Directors.

Please attach the following documents:

1. A copy of the contractor's license
2. A copy of contractor's insurance
3. A copy of any required city permit.

(In the city of Pasadena, you are required to have a building permit for most construction projects. For more information visit:

<https://www.cityofpasadena.net/planning/permit-center/permit-center-online>)

Action Taken by the Board of Directors

Date of action: _____

_____ Approved as requested

_____ Approved with the following exceptions:

_____ Disapproved based on the following:

Board Member Signature