

HOUSE PAINTING FORM INSTRUCTIONS

If you plan on painting your home, including painting your home the exact same color and/or changing the color of your home, it is your responsibility to seek the proper approval to do so. Any approvals the Architectural Standards Committee may grant are with the understanding that it is **your** responsibility to make sure any and all work done is in compliance with any and all documents used by the Top O' Topanga Community Association, including but not limited to, The Architectural Guidelines, CC&Rs, and Rules and Regulations.

Should potential changes to your home affect your neighbor in any way (for example, if you need to access your neighbor's property in order to paint some areas of your home), you are required to submit a Neighboring Lot Owner Notification Form.

INSTRUCTIONS:

SECTION I – OWNER INFORMATION

Please provide your name, address, and phone number. Check off one box indicating the type of home you are planning to paint. A list indicating your type of home and the list of paint colors available for you to choose from is available at the Top O' Topanga Community Office.

SECTION II – PROPOSED CHANGES

Homeowners who would like to paint their homes a different color are to select paint colors provided by the Association and need only indicate the colors they have chosen from the list available in the TOT office. Homeowners who would like to paint their homes the same or approximately the same color(s) should check the appropriate box, and include **original** paint chips AND a recent color photograph (taken within the last 30 days) of their home. Homeowners who would like to paint their homes color(s) that are not on the Association's approved list must check of the appropriate box requesting a variance, along with **original** paint chips for all body and trim.

SECTION III - ARCHITECTURAL STANDARDS COMMITTEE DECISION

This section is to be completed by the Architectural Standards Committee.

Please allow 14 days for a reply. The reply will be approval, conditional approval, or denial.

If you disagree with the ARCS' decision, you may appeal at a Homeowner's Association Board Meeting. The Board may ask for further information and may not issue a decision at that time. Any and all work concerning your submission may not commence until the Board has issued a final decision.

TOP O' TOPANGA COMMUNITY ASSOCIATION ARCHITECTURAL CHANGE FORM

SECTION I – OWNER INFORMATION

Applicant Name: _____

Address: _____ Phone: _____

E-Mail Address: _____

Type of Home: Cottage Craftsman/Bungalow Ranch
(From Association List) Modern Mediterranean

SECTION II - PROPOSED CHANGES (Please check one of the boxes below)

I am selecting my paint colors from the Association's approved color list

House Color (from Association List): _____

Trim Color (from Association List): _____

I am painting my home the same color(s) (please attach paint chip samples AND a recent color photograph of home)

I am requesting a variance

House Color (please attach paint chip samples): _____

Trim Color (please attach paint chip samples): _____

Please briefly state your rational for seeking the above variance: _____

SECTION III - ARCHITECTURAL COMMITTEE DECISION - FOR ARC'S USE ONLY

Approved as Submitted

Approved with conditions as: _____

 Disapproved with reasons as: _____

Top O' Topanga Community Association Architectural Committee

Date of Decision: _____ Committee Member: _____ Committee Member: _____

Date received by office: _____ Date received by committee: _____ Date owner notified: _____