

# COLUMBIA SQUARE MAINTENANCE ASSOCIATION ARCHITECTURAL CHANGE APPLICATION

**BEFORE** YOU BEGIN ANY REMODELING, CONSTRUCTION, OR MODIFICATION TO YOUR UNIT...

Please complete this form for any type of changes that you are planning to do with your unit, either inside or outside.

Examples of changes include:

- windows/patio door slider replacement
- kitchen/bathroom remodel
- changing plumbing/electrical/ gas line locations
- Heating/AC unit replacement
- Changing/adding/removing interior walls
- Changing from carpet to hard-surface flooring, except replacing carpet for carpet
- DirecTV/DishTV dish installs
- Adding venting to kitchen and bathroom

We can help provide specifications and samples of what is permitted.

**NOTE: Depending on the scope of the change(s), you may be required to sign an indemnity agreement.** This will be explained during the review process.

Application review can take up to 30 days after it is received, so please plan ahead and submit the application, along with any plans/pictures/drawings to the property manager at:

Email: [forms@columbiasquare.net](mailto:forms@columbiasquare.net)

or mail to:

Powerstone Property Management  
c/o Columbia Square  
9060 Irvine Center Drive  
Irvine CA 92618

**THE FOLLOWING MUST BE COMPLETED OR THE APPLICATION REVIEW MAY BE DELAYED**

Property Address:	Date:
Mailing Address (if different):	
Homeowner Name(s):	
Email:	Phone #:


**DESCRIPTION OF PLANNED IMPROVEMENT, PROJECT, OR CHANGE:**

<u>Approximate date for start of work:</u> (Must be completed within 90 days of approval)

WORK TO BE COMPLETED BY:       HOMEOWNER       CONTRACTOR (Provide info below)

**CONTRACTOR INFORMATION:**

Contractor's Name and/or Company:	Phone:
Contractor's Address:	
Contractor's License #:	Contractor's Insurance Carrier:

  
**Homeowner's signature:**

  
**Date:**

COLUMBIA SQUARE RESPONSE:     **FULLY APPROVED**     **DENIED**  
    **CONDITIONALLY APPROVED with Conditions below**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Comment/Conditions:

## ADDITIONAL INFORMATION:

1. No work shall start until the written approval from the Architectural Committee has been received.
2. City of Irvine building permits for the proposed work may be required and the cost of any permits and the responsibility of obtaining permits and subsequent County inspection will be the responsibility of the homeowner. Architectural Committee approval is not intended to be, nor shall be considered a substitute for approval by the City of Irvine.
3. The Architectural Committee's approval or denial shall be based on the considerations set forth in the CC&R's.
4. After approval is given, the project must be completed within a 90 day period.
5. Any change that modifies Association-owned component (for example: pipes within the walls), an indemnity agreement will be required to transfer liability to the homeowner, and will be attached to the property's title. There will be a cost to the homeowner.
6. Inspection(s) may be conducted by Board of Directors and/or third party contractor to verify that the planned changes were done .

I (We) acknowledge and agree that I (we) will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested modification. **You may be required to sign an indemnity agreement depending on the scope of changes.** I (We) understand and acknowledge that I (We) am (are) responsible for complying with all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested modification and further that I (We) am (are) responsible for all maintenance, repair and upkeep of any modifications made within this application.