

ALISO VILLAS COMMUNITY ASSOCIATION
Architectural Review Procedures

- A) Article VI of the Bylaws requires owners to obtain written approval from the Association prior to making any architectural modifications. Civil Code Section 4765 requires the Association implement the following procedures.
 - B) Any owner who wishes to modify their unit shall submit written requests for any proposed alteration to the Association via the Management Company. The request shall be submitted on the approved architectural request form used by the Association and shall include complete plans, specifications and all applicable contractor information.
 - C) No Alterations shall be made to the interior structural components of the units or exteriors prior to obtaining written approval from the Board of Directors. Responses will be required from the Board of Directors pursuant to the timeframes referenced herein. Unauthorized changes are considered a violation of the Governing Documents and subject to the established fine policy.
 - D) The modifications shall be consistent with applicable building code requirements. If the modification requires a building permit, the owner is required to obtain the building permit and provide it to the Board of Directors. The Owner shall utilize licensed contractors to complete all modifications.
 - E) The Board of Directors shall notify the requesting owner of its decision in writing within thirty (30) days of receipt of the completed architectural request form. If the Board of Directors does not provide a response within 30 days, the request will be considered approved unless the Management Company does not receive the application. The Board of Directors can request additional information from owners and deny a request until said information is provided. Upon providing any supplemental information, the Board of Directors shall have thirty (30) days to notify the owner if the request is being approved. The Association shall provide owners with a written decision that includes the reason for denial of a proposed change.
 - F) All work shall be completed within 90 days of notice of approval. If not completed within this timeframe, the Owner shall resubmit the request with any new changes and paperwork plus all previous paperwork for Board consideration.
 - G) Applicants are entitled to reconsideration by the Board of Directors at an open meeting of the Board to address any decisions made by an architectural committee. Decisions made by the Board of Directors are not entitled to reconsideration. A written request must be received not more than thirty (30) days following the Architectural Review Committee's final decision. Within forty-five (45) days following appeal receipt, the Board of Directors will render a written decision.¹
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Architectural Review Procedures continued...

- H) Owners are entitled to modify their units at their expense to facilitate access for persons who are blind, visually handicapped, deaf, or physically disabled, or to alter conditions that could be hazardous to these persons. Homeowners are permitted to make alterations to the interiors of their unit that do not impair the structural integrity or mechanical systems or lessen the support of any portions of the structures. Homeowners are also permitted to make modifications outside of their units to provide access to the unit. Prior to making any alterations, owners are required to comply with the following:
1. The modifications shall be consistent with applicable building code requirements. The alteration would require a building permit, the owner is required to obtain the building permit and provide it to the Board of Directors.
 2. Modifications shall be done in a way that is consistent with the aesthetics within the community and any safety concerns to other residents.
 3. Modifications to the exterior of the buildings will not be permitted if they prevent reasonable passage by other residents or create a safety hazard.

Owners making modifications to the exterior of buildings may be required to remove said alterations when the unit is no longer occupied by persons requiring those modifications who are blind, visually handicapped, deaf, or physically disabled.

The Association shall consider all requests for alterations based on the aesthetics within the community, compliance with the governing documents, facilitation of access for handicapped individuals, and taking into consideration the benefit to the community as a whole. The Board of Directors will not make decisions based on the structural integrity adequacy of the proposed alteration. The Board of Directors has the right to require owners submit information from licensed contractors, architects and/or engineers should there be concerns regarding the structural integrity of the modification.