

First Neighborhood Property Owners Association

Architectural Committee Rules

Note: No changes, alterations, improvements or planting shall be made to any exterior portion of buildings, structures or yards until plans and specifications, prepared in accordance with the Architectural Committee Rules shall have been submitted to and approved in writing by the Architectural Committee.

First Neighborhood Property Owners Association
31830 Village Center Road, Westlake Village CA 91361
Update February 2022

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Purpose

The purpose of the Architectural Committee of the First Neighborhood Association (FNPOA) is to review plans and specifications of proposed changes or additions to any exterior surface or structure, including painting and landscaping, or any portion of the home visible from a public viewing point. This review is performed to ensure that a sound and attractive plan of development is maintained so that the character and environment of the community is preserved, and all homeowners are protected against loss of value.

Basic Approval Criteria

Approval shall be based, amongst other things, upon the following criteria:

1. Landscaping, including hardscaping, that is driveways and pathways and fencing, should be in keeping with the character and quality of your neighborhood.
2. Exterior materials, including window and roof replacement, and colors must be used that are complementary to existing exterior surfaces.
3. The appearance of any added or changed surface or structure will be reviewed from all angles, especially the appearance from neighboring property and streets to assure conformity with external design, the Architectural Committee Rules and the purpose, general plan and intent of the Declaration of Covenants, Conditions and Restrictions for First Neighborhood.
4. There is no desire to unduly restrict the freedom of designs by homeowners, architects and qualified designers; however, extremes in design, colors and materials may not be approved.
5. Neighborhood objections or approvals are not in themselves used for denial or approval respectively.

Changes to Rules

The Architectural Committee may, from time to time, adopt, amend and repeal by unanimous vote, rules and regulations to be known as "Architectural Committee Rules" provided they are approved by the FNPOA Board of Directors.

Los Angeles County Government and Westlake Village City Government

1. In addition to your need to first seek and obtain plan approval from the Architectural Committee of the FNPOA, you are then required to take the approved stamped plans to the City of Westlake Village Planning Department for review and approval, and then to the County of Los Angeles Building Department for permits prior to commencing any work for which permits are required.

2. However, obtaining a building permit does not constitute approval by the Architectural Committee and any work started without their approval will be stopped until work is brought into compliance.

Submission Requirements

1. Three (3) copies of all proposed plans and specifications are to be submitted to:
First Neighborhood POA c/o The Architectural Committee
31830 Village Center Road
Westlake Village, CA 91361

They must be submitted with the *Architectural Approval Request* form per the form's requirements for scale and required plans. See Exhibit A at the end of this booklet. The following information must be provided:

- A. Written description of improvement
- B. Site Plan, minimum 1/20th scale, with precise plan of the proposed work (include lot size, dimensions of all work and setbacks, materials to be used, colors, plant names of new planting, all existing trees and sizes, scale, north arrow, owner's address and telephone number, and designer name, address, and telephone number, etc.).
- C. Floor plans, if applicable, minimum 1/8th scale with square footage of additions and fully dimensioned. Also indicate any exterior electrical fixtures and types.
- D. Building Exterior Elevations of proposed improvement, minimum 1/8th scale, relating to existing house, all proposed walls, roof with slope and materials, trim, window types, finishes and textures, height of existing residence and height of addition.
- E. Building Section taken through proposed addition, minimum 1/8th scale, dimensioned.
- F. Conceptual Landscape Plans, minimum 1/8th scale with type, variety, size, and location of all proposed landscaping and hardscaping materials. Additionally, the location of all proposed site fencing including height, and any changes in grading such as creating berms. Include all site lighting proposed.
- G. Exterior Materials/Color Board, 8" x 10" max. size with exact samples and definitions of all exterior materials and colors proposed. Full size sample of roof tile will be accepted.

If three copies are not submitted with the current form or if the plans are not complete, legible or illustrative enough to be acceptable or approvable, then such plans may be returned to the homeowner unreviewed and will require resubmission when the required acceptable documentation is provided.

2. When reviewed, two copies of your plan will be returned to you either approved, approved with conditions, or disapproved. The plans will not be returned to anyone other than the homeowner.
3. Submission, retention, and contents of plans are the *sole* responsibility of the homeowner. In addition, compliance with all Architectural Committee Rules is the *sole* responsibility of the homeowner. Homeowners should not assume that their contractors or architects know the rules.
4. All plans must be submitted by the homeowner requesting approval. Plans for remodels and additions must be professionally prepared by a State licensed architect or State licensed Structural Engineer. Approvals are granted for the lot and its owner.

Architectural Committee Meetings

The Architectural Committee generally meets every first and third Wednesday of each month. It may be normally anticipated that the Architectural Committee will respond within two weeks after acceptable complete plans have been reviewed. This may be as much as three weeks after submittal.

Remodels and Additions

1. Plans shall include all sheets required under Submission Requirements and be prepared to scale. Materials and colors shall be in accordance with those approved by the Homeowner's Association as are on display in the Homeowner's Association office in the Community Center. Height of structure not to exceed existing ridge or no higher than 22'4").
2. Plans shall include a site plan clearly showing all setbacks of the property being remodeled and adjacent property setbacks. These plans shall be drawn at a scale not less than 1" = 20'. These plans shall also clearly show any large trees, oaks in particular, and how these are to be handled and protected during the construction work.
3. The FNPOA will send letters to each adjacent neighbor noticing them of the proposed work, allowing them to come into the office to review the plans and obtaining their approval of the project. The neighbors will have three weeks to review the plans while the project is being reviewed by the Architectural Committee. The intent is that each neighbor clearly understands the impact of the remodel or addition on their own property and has an opportunity to provide input.

4. Height: a major issue for neighbors light and privacy is a concern in all projects. A second story addition can be added over the existing footprint of the original floor plan and not exceeding the height of the existing ridge or 22'. New Additions to the original footprint are limited to single story only. One story additions will match existing plate heights and roof slopes and all will be reviewed on a case by case basis. Any request for an addition will be require the homeowner to put up a pole and orange tape outline of the proposed addition showing ridge height and plan size of addition, left up for neighbor and Architectural Committee review for 3 weeks during plan review.

5. Setbacks:
 - A. Setback Front Yards: shall maintain existing setback. That is the addition or remodel shall not encroach further into the front yard setback than the existing, original house footprint.

 - B. Setback Rear Yards: 15' for one and 20' for two story houses where there is an adjacent house. In the case of the greenbelt homes there will be a case by case analysis.

 - C. Side Yards: for zero lot line homes, additions of or to the second story will maintain a minimum ten foot (10'-0") setback. For homes adjacent to a zero lot line property, first story will maintain a minimum ten foot (10'0") setback. For existing two story houses, the setbacks of the first and second floors will be maintained as in the original plan or with 5 feet on the first floor and 10 feet on the second floor. All new second story additions to existing single story houses to be 10 feet side setback.

6. Any addition to a house, which adds 1,000 square feet or more, is subject to public hearing with the City of Westlake Village. If an applicant applies for a smaller sized addition, they will be subject to a public hearing with the Homeowners Association, if any further additions to that house occur within a two-year period. At the point when any addition which increases the size of any original floor plan over 1,000 square feet, it will receive a public hearing with the Homeowners Association.

Lot Splits and Construction of Residences

1. Any subdivision of an original lot, as described in the Association's CC&Rs as a "Single Family Area" is prohibited to the full extent of allowed by law.
2. No more than one primary residence may be constructed per lot. One accessory dwelling unit or junior accessory dwelling unit per lot is permitted only to the extent the Association is required by law to permit it. For purposes of this Rule:
 - A. A "lot" means the entire original "Single Family Area" lot, regardless of any lot split that an owner may accomplish in accordance with any applicable law that overrides the Association's prohibition against subdividing a lot.
 - B. A "primary residence" means any residence other than an accessory dwelling unit of a junior accessory dwelling unit.

Roofs

Any new roof installed must be made of concrete tile or lightweight concrete tile. Composition roofs or asphalt roofs will not be allowed.

Landscaping Concept

1. The Architectural Committee desires to create a flowing front yard greenscape to beautify and enhance the street scene for the benefit of the entire First Neighborhood. The Architectural Committee *encourages* the use of softscape and greenscape along the neighborhood street scene and discourages unnecessary divisions of front yards between lots.
2. The Architectural Committee encourages individual variation and customizing through front yard landscaping. However, use of hardscape (such as planters, walls and large areas of concrete, etc.) should be minimized in order to promote the concept of soft-rolling greenscape and to enhance the overall street scene. Landscape should not block views of pedestrians (children) when autos use driveways.
3. Cactus or desert themes are not acceptable for front yard landscaping. Ivy or other pest attracting ground covers are not acceptable for front yard landscaping as a substitute for grass in front yard landscaping. Ground cover and succulents will be considered on an individual basis in accent planting areas. Needlepoint or Hans Ivy may be allowed for slope areas if they will not intrude into neighboring yards or common areas.
4. All landscape plantings that will grow to a mature height over 12 inches must be kept at least 8 feet behind the back of your sidewalk. Exceptions such as vines adhering to and plantings adjacent to developer installed walls will be considered on an individual basis.
5. Gravel accents within a landscaping plan are generally unacceptable, but will be considered on an individual basis. Large areas of gravel are not in keeping with the architectural character of First Neighborhood.
6. No trees, hedges, shrubs or other plantings shall be grown to a height, width or at a location which may unnecessarily or unreasonably obstruct the use of or view from any Lot.

Trees

1. Those trees which could grow to a height which would unnecessarily block a neighbor's view, beyond that needed to procure visual privacy for the applicant, will be denied.
2. Those varieties of trees which have a known tendency for near surface root growth which might lead to damage to jointly- owned walls such as property line walls or County sidewalks will be denied. It is the responsibility of the property owners to be sure that trees are planted in a way that their root systems do not cause abnormal cracking of walls; otherwise, owner may be held responsible to repair such damaged walls. Owner is also requested to keep roots trimmed to prevent damage to walls; keep limbs trimmed to not protrude into neighbor's yards without neighbor's permission, and care should be given to type and characteristics of each tree planted. Some varieties of trees are not best suited for location near property line.

3. Some trees will not be accepted for approval if branches grow too low so as to stop the flow of softscape along the street scene and affect driving safety around corners and driveways where pedestrians walk.
4. Deciduous trees in backyards can adversely affect your pool or neighboring pools by leaves clogging filters. The use of deciduous trees is often discouraged in side or rear yards. In certain situations, consideration will be given if they are set back a minimum of fifteen (15) feet from the garden wall/fences.
5. No tree upon a Lot shall be destroyed or removed without the prior approval of the Architectural Committee.

Drainage

1. Front and rear yard drainage thereof and therefrom (rain, sprinkler water and pool equipment backflushing water) should remain on your lot either flowing across your lot or through underground drains without crossing neighbors' lots until drained to a County street or device. Front yards may meet with a swale along property lines in front yards to carry both lots' water to street without crossing drainage solely on to neighbors' yards. Do not alter the drainage of your Lot from its original condition.
2. Drains to the street are to be core drilled under sidewalks and through curbs to streets.
3. Water from developer installed drainage devices such as slope drains which gather water from slopes over several lots shall be allowed to drain between homes to street or flood control devices.

Hardscape

1. There will be no raised hardscape within the first 11.5 feet from the face of the curb (i.e. pilasters, walls, etc.).
2. Only on-grade sloping walkway is allowed for the first 18 inches from the county sidewalk.
3. Beyond the first 18 inches from the sidewalk there may be hardscape for walkways not to exceed 8 inches in height above grade parallel with steps to serve as a curb to control water/erosion.
4. No permanent improvements shall be installed such as planters, wide walkways, or any walls within parkway land owned by Los Angeles County Public Works Department and/or City of Westlake Village without first obtaining Architectural Committee approval. The County of Los Angeles owns a right-of-way (parkway) and utility easement 11.5 feet back from the face of the curb.
5. Driveways may not be widened.
6. Pilaster height should not exceed 36 inches excluding the light fixture.

Block Walls, Fences, and Retaining Walls

Note: Block walls, fences and retaining walls are the responsibility of the homeowner.

1. Property line walls are not to exceed six feet in height without special structural design approved by Los Angeles County *and* FNPOA Architectural Committee. Walls should match existing block walls. Decorative wall height should not exceed 24 inches.
2. Color, type of slumpstone and stucco on the wall is to be similar in color, size and texture to walls already constructed in First Neighborhood.
3. Any wall between the sidewalk and the plane of the house parallel to the sidewalk shall be no greater than 12 inches in height. Necessary retaining walls may be acceptable upon approval by the Architectural Committee.
4. On certain corners and key lots, a curved (20 foot radius) configuration is required for block walls at corners on corner lots to aid the line of sight for traffic safety and to soften street scene appearance.
5. Chain-link fencing is not acceptable within First Neighborhood.

Note: Some homeowners will find that retaining walls have been built near or on property lines. Such walls are usually built with 8-inch wide block --especially reinforced with steel designed to hold the earth being retained by the wall.

Walls of this type have been built by desire of the Developer to enlarge the usable area of yard areas. Generally, where such walls are 3 feet or less in height, they have been placed along property lines.

Where the lots are more than approximately 3 feet in height difference, some retaining walls have been placed several feet inside the lower lot to provide space for landscaping and trees to soften the appearance of other property line walls which may be built by or in conjunction with the neighbor owning the higher lot. However, where such lot grade difference is less than about 3 or 4 feet, some retaining walls have been built near or along the property lines. Certain low-height retaining walls can be raised in height with special engineering and steel attachment work. For instance, the rounded cap which usually occurs at the top of retaining walls could be removed and new reinforcing steel be inserted a sufficient distance down into the old retaining wall and grouted in place. Such steel should then rise above the old retaining wall to the height of the proposed new wall.

Please note that most retaining walls are 8-inch wide block and most garden walls (sometimes called fences) are built of 6-inch wide block. This difference in width should be considered by installer. It is suggested that when building the garden wall on top of the retaining wall that the face of the garden wall which faces the downhill neighbor be built flush with the down side neighbor's wall face so that the width differential will appear only at near ground level at the uphill neighbor's side of the wall. For your safety, it is strongly suggested and may be required that the advice of a civil engineer be sought and followed in building such additions on top of retaining walls.

Pools, Spas and Equipment

1. Location of your pool and spa equipment should be placed in such a way so as to mitigate the noise from filter equipment. The noise of worn bearings increases as equipment ages and becomes a nuisance to neighbors. Pool equipment is to be enclosed on all sides.
2. Pool and spa equipment setback from property line is 5 feet minimum from side property line. However, it can be within 2-1/2 feet of property line if equipment is installed in the last 15 feet of rear yard and approved by Los Angeles County/ Westlake Village.
3. Raised pool decks, platforms and earth mounds may be disallowed if their use allows intrusion into the privacy of neighboring yards.
4. Pool and Spa Equipment should be located so that its appearance will generally not be considered undesirable to neighbors' view and/or street scene. Pool equipment shall not be located adjacent to wrought iron fencing.
5. Fences, walls and areas used for access are to be reinstalled to a condition satisfactory to the Architectural Committee.
6. Waterslides, the height of which would be exposed to the neighbors or neighborhood street scene will be denied unless accompanied with landscape screening. If approved by the Architectural Committee, such waterslide shall be set back at least 5 feet from the property line.
7. All pool contractors contracted by individual homeowners should be advised that they are responsible to protect streets and curbs and sidewalks when using a property within First Neighborhood and shall replace all cracked concrete within their area of use. Use of, or storage of, sand in streets will require a special encroachment permit and safety markers.
8. No construction material will be washed into storm drains and/or streets.

Gates

1. Gates are to be constructed of wood or a character and species to provide maximum durability *or* wrought iron. When wrought iron is used, trash cans, etc. must be otherwise screened from the street scene.
2. Gates are to be painted in one of the following manners:
 - Match block wall or adjacent wood fence
 - Match color of house stucco (submit color sample)
 - Match color of house wood trim (submit color sample)
 - Match existing wrought iron fences

3. "Returns" (enclosing side yards) connecting side garden walls to the house, are to be constructed of slumpstone or wood, to match existing, or wrought iron or as approved by the Architectural Committee. Provision must be made at the flow line to allow free flow of drainage and rain water to the street.
4. *Wooden* returns and gate designs will be *considered* for approval when it is determined that they will not detract from the architectural look of the neighborhood or be a continual maintenance problem. Prior to construction, designs must be submitted describing the proposed construction details and materials. Wood used in the construction of the returns and gates is to be knot free, and stained or painted to match the color of house stucco or trim. All designs to be considered for approval must be either tongue and groove, batt on board, shiplap or clapboard to eliminate an open appearance and problems of warping and gapping.

Concrete Walkways

1. When considering placement of masonry or concrete walk or patios adjacent to the wall of the house, the owner should be concerned that such work is not at a grade higher than the house concrete floor without special protection against moisture intrusion.
2. Side yards are normally kept low to allow drainage of rain and garden water from rear yards; therefore, the walks must be placed low enough so as to not block such drainage unless other means of drainage are provided.
3. Front yard walkways are to be no wider than 6 feet and design may flair, upon approval of the Architectural Committee.
Gravel walkways are not allowed. (See Item 9 under landscaping)

Patio Covers

1. Approval to construct any patio structure is contingent upon its being stained or painted a color to match the existing stucco or wood trim colors.
2. Posts must equal or exceed 6 x 6 or specially constructed with two 2 x 6 plant-on members placed on opposite sides of 4 x 4 posts thus adding to each posts dimension and visual strength and more detailed appearance.
3. Flat open trellis overhangs in the rear yard may be approved by the Architectural Committee. Solid roof patio coverings may be approved with a requirement that the roofing material be the same as the roofing material used on the main house.
4. Patio cover solid roofs should be built to slope a minimum as required by the Building Code so as to provide proper drainage

Patio Lighting

Patio floodlights should be aimed so as not to intrude into neighboring yards or windows or cause unreasonable glare, glow or illumination upon any other Lot.

Balconies and Decks

Approval to construct any balcony/deck structure is contingent on lot elevation, grade and location. Each case will be considered on an individual basis and may be approved if in the opinion of the Architectural Committee its use or design would not decrease the neighbors' privacy. Architectural Committee approval is required prior to construction.

Canvas or Fabric Awnings

1. The Architectural Committee may consider at their discretion approval of requests to install fabric window and patio protection devices including canvas awnings and canvas patio canopies. When such awning is composed of fabrics, the color and color shade shall be one of the colors of the roof, the stucco or the trim of the house to which it is attached. Solid colors are preferred.
2. A sample of the color(s) should be submitted to the Architectural Committee for its use when reviewing the proposed color(s) and materials for compatibility with the home to which it is proposed they be attached.
3. Canvas/fabric awnings must be maintained and not allowed to deteriorate, or they must be removed.

Basketball Standards and Backboards

1. No basketball standards or fixed sports apparatus shall be attached to any dwelling unit or garage or be erected on any Lot, unless approved by the Architectural Committee. The Architectural Committee is of the opinion that basketball backstops painted to match either the stucco or wood trim of the homeowner's house may not be objectionable if located near the house and away from rear property lines and side property lines.
2. Unpainted basketball backstops are not acceptable. However, clear materials will be considered.
3. Basketball backboards may not be attached to streetlight poles.
4. Lighting of basketball backboard or playing areas is unacceptable.
5. Basketball standards/backboards must receive the approval of the Architectural Committee prior to installation.
6. Portable basketball hoops must be placed out of sight after each use and may not be used in the street for safety reasons.

Lighting

1. Ground level low wattage lighting in front street yards and rear side yards will generally be acceptable.
2. Lighting in front street yards and in rear/side yards, which might interfere with the neighbors' reasonable use of their property or be detrimental to neighbors may be disallowed. Flood lighting shall not be directed into neighbors' yards or windows.

Structures: Gazebos, Playhouses, Swings, and Others

1. All such structures are subject to Architectural Committee approval *prior* to installation.
2. If approved, structures such as gazebos, etc., when built higher than the height of the garden wall, are to be set back from the property line a minimum of 5 feet and painted to match the color of the house stucco or wood trim. The roofing materials of covered areas are to be the same as the roofing material used on the main house.
3. Playhouses must be screened from neighbor's ground level view and street scene. To accomplish this goal the following rules apply:

Playhouses generally should not exceed height of garden and return walls (see note below).

Playhouses may not be seen through wrought iron fences or gates from the street scene.

Two story and tree house type playhouses and playhouses on top of swing sets are unacceptable.

Playhouses must be painted to match color of house stucco or trim.

Playhouse roofs generally must be the same as the existing house roofing material and color (see note below).

Note: Playhouses which do not conform may be submitted to the Architectural Committee for consideration of an exception with specifics of proposed screening and will be considered on an individual basis.

4. All structures must be screened from the street scene.
5. Swing sets of acceptable color and height are generally acceptable if adequately screened.
6. Metal sheds are not acceptable.

Dog Runs

Dog owners who are considering a dog run are advised and reminded of their obligation to not allow their pets to become a nuisance in odor or noise to their neighbors. All dog runs must be approved by the Architectural Committee prior to installation.

Painting

1. Exterior painted surfaces must be maintained. Peeling or damaged painted surfaces must be refinished within a reasonable time.
2. Changes in paint or stucco color must be approved by the Architectural Committee prior to the start of work. Color chip samples must be submitted with approval request.

Skateboard Ramps

Skateboard ramps are not acceptable.

External Antennae and Fixtures

1. Residential properties within the City of Westlake Village are permitted to install one satellite dish, not to exceed 18" in diameter, per residence.
2. Dishes larger than 18" in diameter are not permitted in residential zones.
3. All satellite dishes are to be approved by the First Neighborhood Architectural Committee prior to installation.
4. A zoning clearance must be obtained prior to the installation of the dish. This clearance may be obtained from City Hall, 4373 Park Terrace Drive, (818) 706-1613. Depending on installation method, a Building Permit may also be required.
5. Dishes shall be installed at a location not readily visible from neighboring properties and shall be screened from view from public streets and private common areas. *The visibility of these antennae are of primary concern to the City and FNPOA, and the desired location of the dishes may be altered by the FNPOA or City to reduce visibility as much as possible.*
6. Supporting equipment and wiring associated with a permitted dish must be concealed from view.
7. Other *external items* shall not be constructed without Architectural Committee approval. These include, but are not limited to, clotheslines, wiring, insulation, air- conditioning equipment, water softening equipment, solar panels, screen doors, statues, sunshades, and patio enclosures, other than those provided with the original construction and any replacements thereof.

8. External antennae, including but not limited to, television and radio poles and antennae, whether for the receiving of or transmitting of radio frequencies, are not acceptable. Flag poles are also not acceptable.

Window Covers

Windows shall not be covered by paint, foil, sheets or similar items.

Dwelling Structures for Pets

No dwelling structure for household or yard pets shall be maintained on any homeowner's property which is visible from other property. "Visible from other property" shall mean and refer to an object on a particular Lot, which is visible by any person, not over six feet in height, standing on the surface of any real property, including, without limitation, any Lot not within the Lot on which such object is located.

Contractor Signs

Contractor signs are allowed to be displayed only for location of work purposes and only while the work is being performed by the contractor. The signs must be removed upon substantial completion of all work.

Grandfather Clause

It is the intent of the Architectural Committee that those plans which were submitted and approved prior to this revision shall remain approved. The revised rules shall apply only to new construction, new landscaping, new modifications and items of noncompliance which existed (as noncompliance items) prior to this revision and still remain in noncompliance according to these revised rules.

Items that were previously found to be in noncompliance and are now, according to these revised rules, acceptable, may be resubmitted to the Architectural Committee for approval. Please see Basic Approval Criteria on page 3.

Thank You.

First Neighborhood Property Owners Association Architectural Committee

Exhibit A-Application for Architectural Approval

An example of the "Application for Architectural Approval" form is shown on the next page. Use it for planning purposes only. A three-part, NCR paper original, available at the FNPOA office needs to be filled out and submitted.

**FIRST NEIGHBORHOOD
PROPERTY OWNERS ASSOCIATION**

31830 VILLAGE CENTER ROAD
WESTLAKE VILLAGE, CA 91361 (818) 889-0632

APPLICATION FOR ARCHITECTURAL APPROVAL

Please submit two sets of plans with your application)

PL
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PROPERTY OWNER	TRACT #	LOT #
STREET ADDRESS		Westlake Village, CA 91361
HOME PHONE:	BUSINESS PHONE:	

TYPE OF REQUEST

<input type="radio"/> LANDSCAPE	<input type="radio"/> PATIO COVER	<input type="radio"/> ROOM ADDITION _____	<input type="radio"/> OTHER: _____
<input type="radio"/> PAINT	<input type="radio"/> POOL/SPA	<input type="radio"/> SKYLIGHT _____	<input type="checkbox"/> _____
<input type="radio"/> REMODEL	<input type="radio"/> TREE REMOVAL	<input type="radio"/> WINDOWS _____	<input type="checkbox"/> _____
<input type="radio"/> DOORS	<input type="radio"/> ROOF		<input type="checkbox"/> _____

Please provide a brief description of proposed plan or modification with dimensions, location, materials used and color. For color changes indicate where each color will be used, the type of surface to be painted, i.e., stucco, wood siding, etc., manufacturer and color number with color chips (2 sq. in. minimum). For landscaping, list size, type, location of plants and show drain locations.

NEIGHBOR ADVISEMENT 0

The Architectural Committee has determined that it is in our best interest to advise your neighbors of any proposed improvement to your property or home and request that you have your adjacent neighbors review the proposed plan and sign where indicated below.

1. _____ 3. _____
 0. _____ 4. _____

WASHING OF ANY CONSTRUCTION DEBRIS OR MATERIALS (PAINT, CONCRETE, POOL FILTER DIRT, ETC.) INTO THE STREETS OR DRAINS (BY THE PROPERTY OWNER OR HIS CONTRACTOR) IS A VIOLATION OF THE LAW AND WILL BE PROSECUTED.

ANTICIPATED STARTING DATE: __/__/__	ANTICIPATED COMPLETION DATE: __/__/__	ATTACHMENTS: <input type="radio"/> PLANS & SPECIFICATIONS _____ <input type="radio"/> COLOR SAMPLES (2 SQ.IN.MIN.) _____ <input type="radio"/> LETTER _____	OTHER: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
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We, the undersigned, certify that we are the legal owners of the above property and that we agree to abide by First Neighborhood Property Owners Association's CC&Rs. Approval by this Architectural Committee does not constitute waiver of any requirements of applicable governing agencies. We furthermore understand and agree that building permits for home improvements are required and that the cost of the permits and responsibility of obtaining permits and subsequent inspection will be borne by us.

Signatures(s) _____ Date: __/__/__

For Office Use Only

Date Submitted: __/__/__ Date Approved: __/__/__ Approved by: _____