

**HIGHLANDS COMMUNITY ASSOCIATION
REQUEST FOR APPROVAL OF
MODIFICATION TO RESIDENCE
MAJOR REVIEW PROCESS
to be used for the following (check one)
() CONCEPT REVIEW () FINAL REVIEW**

RESIDENCE SUBMITTING APPLICATION:

Address _____ Model _____

Name _____ Phone No. _____

Owner's
signature _____ Date _____

DESCRIPTION OF PROPOSED CHANGES

PROJECT CHECKLIST

- () FEE HAS BEEN PAID
- () ADJOINING RESIDENCE IMPACTS
 - () NO IMPACTS
 - () PARTY WALL, OTHER MODIFICATIONS REQUIRED

BY _____ DATE _____

Amended January 28, 2016

ADJOINING RESIDENCE ACKNOWLEDGEMENT
(no impacts on adjoining residence, party wall is not modified)

Your signature is an acknowledgement that you are aware of a proposed change to your adjoining neighbor's home which does not require any modifications to your property. If you have some concerns about the proposed change, you have 14 days from the date of your signature within which you may send your comments to the Management Company for consideration by the Architectural Review Committee.

Address _____ Model _____

Name _____ Phone No. _____

Owner's signature _____ Date _____

ADJOINING RESIDENCE APPROVAL
(impacts adjoining residence, and/or party wall is modified)

Your signature is an acknowledgement that you are aware of a proposed change to your neighbor's home which requires some modifications to the party wall or other portions of your property, and that you approve of the modifications to the party wall or other portions of your property.

Unless a legally enforceable agreement is entered into between adjoining lot owners to provide otherwise, as a general rule, adjoining owners are entitled to joint use of a party wall, and each owner is responsible for the repair and maintenance of the party wall in proportion to each owners use. Prior to modifying or altering a party wall, and prior to consenting to a neighbor's alteration of a party wall, the Association recommends that legal counsel be consulted concerning the rights and responsibilities of the current and future lot owners of the affected properties.

Address _____ Model _____

Name _____ Phone No. _____

Owner's signature _____ Date _____

MAIL COMPLETED DECLARATION AND EXHIBIT TO:

Architectural Desk
Keystone Pacific Property Management
16775 Von Karman Ave., Suite 100 Irvine, CA 92606
Email: architectural@keystonepacific.com