

# EXTERIOR MODIFICATION ADVANCE APPROVAL REQUEST

## CAMPUS VIEW CONDOMINIUMS

### **Owner Information:**

Date: \_\_\_\_\_  
Property Owner: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

### **Request Type and Description:**

Type of Request: \_\_\_ Landscape \_\_\_ Architectural \_\_\_ Satellite Dish  
Request: \_\_\_ New \_\_\_ Replacement of Existing Item  
Anticipated Start Date: \_\_\_\_\_  
Anticipated Completion Date: \_\_\_\_\_

Brief Description of Proposed Plan or Modification:

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### **Neighbor Advisement.**

Pepperdine University has determined that it is in your best interest to advise your neighbors of any proposed improvements to your property and request that you have your adjacent neighbors sign where indicated below.

**Neighbors Name**

**Address**

**Objections (Y/N)**

Neighbors Name	Address	Objections (Y/N)
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Objections by neighbors do not mean disapproval by University. Objections will be reviewed by University.*

### **Approval Guidelines:**

1. Campus View Condominium owners are required to submit all interior and exterior modification requests to the Pepperdine University Real Estate Operations office for approval pursuant to the requirements outlined in the CC&Rs.
2. For exterior modifications The Campus View Condominium Homeowners Association Architectural Committee shall be required to provide additional approval. Approval by HOA shall be granted pursuant to the Architectural Guidelines as well as the requirements outlined in the CC&Rs.
3. Approval shall be limited to the items specifically set forth herein and is hereby granted upon the following terms and conditions.

4. The violations thereof or non-compliance therewith will be grounds for the rescinding and revocation of the approval hereby granted.
5. For all exterior modification requests, owner shall provide the following information along with this improvement request form. Please review CC&Rs for additional requirements.
  - a. Description of improvements.
  - b. Location of proposed improvement with dimensions
  - c. Materials to be used and colors of materials
  - d. All dimensions of improvements
  - e. Elevations of proposed improvements relating to existing dwelling

*If any of the above information is not included, your plans will be returned to you without processing.*

**Submittal Instructions:**

1. Read carefully the current Architectural Guidelines and CC&Rs for all requirements.
2. Submit the following information along with this advanced request form and the architectural guidelines signed and dated by owner to Real Estate Operations at mail stop 4109.
  - a. Description of improvements
  - b. Location of proposed improvement with dimensions
  - c. Materials to be used and colors of materials
  - d. All dimensions of improvements
  - e. Elevations of proposed improvements relating to existing dwelling
  - f. Vendor contact information as appropriate (architectural firm, contractor, civil engineering firm, landscape architect, etc.).
3. University and Association will approve and send a copy to the owner. At that time the requested modification may commence.
4. After the modification is complete, submit the proof of completion and payment to the Real Estate Operations Office for final inspection and sign off by the University and Association. Proof of payment may be copy of check or credit card statement. If paid in cash, please submit receipt signed by contractor/vendor.

Submitted By:

\_\_\_\_\_

Homeowner Signature

\_\_\_\_\_

Date

For Office Use Only

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Approved by:

\_\_\_\_\_

Pepperdine University

\_\_\_\_\_

Campus View Condominium Homeowners  
Association

Date Denied: \_\_\_\_\_

Reason: \_\_\_\_\_