



APPLICATION FOR ARCHITECTURAL MODIFICATION

LOS COCOS HOMEOWNERS ASSOCIATION

HOMEOWNER(S)	
PROPERTY ADDRESS	
PHONE	
EMAIL	

Return completed form to:
Personalized Property Management-Attn: Los Cocos Manager
68-950 Adelina Road, Cathedral City, CA 92234
(760) 325-9500 david@ppminternet.com

PROPOSED MODIFICATION - to include scope of work. (Rules included on page 2)

- Additional documentation/plans/drawings/specification sheets are attached.

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Contractor Information:

CONTRACTOR	
ADDRESS	
PHONE	
EMAIL	
CA. LICENSE NO.	

To: ARCHITECTURAL COMMITTEE (AC)/BOARD OF DIRECTORS

Attached are drawings/cutsheets/specification sheets (as required) of the work to be done and a complete description of the materials to be used for this modification.

I/We understand that building permits for some modifications may be required by the City of Rancho Mirage and all associated costs of the permits, including subsequent inspection will be borne by the applicant.

I/We acknowledge that all approved changes in the original design will be at our expense, that any damage to or relocation of existing irrigation, underground utilities, building structure and exterior landscaping or any other damage to Association property resulting from the construction and/or installation of these permitted improvements shall be borne at our expense.

I/We understand and agree that it is the applicant’s responsibility to advise any subsequent owner of the modifications and any subsequent maintenance responsibility.

NOTE: The work must commence within thirty (60) days of the date of approval and NOTICE OF COMPLETION must be completed and submitted within thirty (30) days of completion of work.

ARCHITECTURAL COMMITTEE (AC) RULES:

The following modifications shall not be initiated without written approval by the AC or the Board: Exterior building additions, change or modification to any residence; construction, alteration, removal, relocation, demolition, repainting, decoration, re-decoration, or reconstruction of any kind to the exterior of the building, to include (but is not limited to): windows, window coverings, doors, fences, solar panel installation, skylights, light tubes, satellite dish, security or motion lights and garage doors, excepting regular cleaning and maintenance.

1. The Architectural Modification Approval Form is available on the Los Cocos Homeowners website at www.loscocoshoa.com or in the Los Cocos Clubhouse.
2. A homeowner who wishes to initiate any alteration must submit a written request to the AC and shall include plans and specifications showing the exact nature, shape, height, width, color, materials, and location of the project.
3. The AC may require such detail in the plans and specifications for review, as it deems necessary to make an informed decision regarding the homeowner’s request. This includes, but is not limited to, floor plans, site plans, drainage plans, elevation drawings, and descriptions or samples of exterior materials and colors.
4. The Architectural Committee (AC) shall report during regular scheduled BOD meetings, or on an as needed basis, to the Board of Directors. All decisions of the AC are subject to the review and approval of the Board of Directors and if denied, may be appealed by the homeowner to the Board.
5. The AC shall notify the Board of:
 - a. All violations and noncompliance with its rules.
 - b. plans and specifications submitted to and approved by the AC.
 Thereafter, the Board shall take any actions it deems necessary.

OWNER SIGNATURE _____ DATE: _____

Appeal Process: If the request is denied by the Architectural Committee, the homeowner may appeal to the Homeowners Association Board of Directors. The written request must be received by the Board not more than forty-five (45) days after the final decision. The appeal may be made in person or by delivering the appeal to Personalized Property Management- Attn: Los Cocos Manager, and the Architectural request will be considered at the next Board of Directors meeting.

Homeowner Name: _____ Date: _____

Homeowner Address: _____

Phone: _____ Email: _____

Type of Improvement:

- Solar Panels on Roof Satellite Dish Sky Light/Tube Driveway
 Patio Extension Patio/Entry Tile Garage Door Windows/Doors
 Other Modification _____

Notice is hereby given to the Los Cocos Homeowners Association that the improvement indicated above has been completed. I/we are aware that the project is open to inspection, if deemed necessary, by the Los Cocos HOA.

Signature of Homeowner: _____ **Date:** _____

Upon completion of the approved work, please return this completed form to:
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