



Southshore Hills POA

For information or to contact your Board visit:
www.southshorehills.com

IMPORTANT Check List for All Architectural Applications

Architectural Application

Property Owner's Name(s) _____

Property Address: _____

Phone: _____ E-mail Address: _____

Plan Submittal Checklist

- _____ Architectural Application Completed (page 1)
- _____ Architectural Guideline and CC&R Acknowledgement (page 2)
- _____ Color photographs of the front of your home as seen from the street, both sides and the areas you wish to modify.
- _____ Neighbor Awareness Completed (page 3)*
- _____ Plot Plan* – Must be legible; must include all dimensions and hardscape setbacks, drain locations and drainage patterns; elevation drawings are required for all vertically constructed modifications.

*Not required for initial review. The Architectural Review Committee will provide written notice if this is required to complete the review of the application.

Description of Improvements:

Please submit to:

Community Property Management

751 E. Daily Drive, Suite 300

Camarillo, CA 93010

☎ 805-987-8945 ✉ info@cpm1.com

📠 805-987-7906

Homeowner Signature: _____ Date: _____

Board/ Committee Use Only

Approved

Approved as Noted

Not Approved at This Time

Comments

X _____

Date: _____

X _____

Date: _____

X _____

Date: _____

X _____

Date: _____



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Architectural Guideline and CC&R Acknowledgement

Property Address: _____

All architectural applications submitted for review by the Board of Directors or the Architectural Committee are reviewed for aesthetic purposes only, based on compliance with the Architectural Guidelines as well as the Covenants, Conditions, and Restrictions (CC&R's). All owners are responsible for ensuring that their plans are in full and complete compliance with any and all applicable City, County, State and/or Federal law, building codes, fire codes and ordinances, health and safety codes, or other laws application to the plans submitted for approval and, by his or her signature, warrants and represents that the submitted application is in full compliance with the same.

The Southshore Hills Property Owner's Association assumes no responsibility for technical or engineering specifications.

I hereby acknowledge and fully understand that under no circumstances should my contractor or I begin any work on my property until a written approval letter has been issued stating I have received approval for all the improvements to my residence and that no sign advertising any company, service, or product will be erected upon my property as a result of these proposed improvements.

I hereby acknowledge and fully understand the Architectural Guidelines and the CC&R's pertaining to the modifications of my property. Should I violate any Association regulations, I acknowledge that I will be held responsible for all costs associated with changes necessary to bring my lot into architectural compliance as per my Association Governing Documents.

I hereby acknowledge and fully understand that my Governing Documents grant the Association 30 days to review my application, from the date that my managing agent receives a full and complete application.

***** It is the responsibility of the homeowner to contact CPM to confirm receipt of an architectural application. If the architectural application is mailed, please follow-up within seven (7) business days. If e-mailed, please follow-up within three (3) business days to confirm receipt if you have not received a response. *****

Each person on title to the property must sign below acknowledging that he/she has read, understands and agrees to the above.

Homeowner Signature

Homeowner Signature

Homeowner Name (Please Print)

Homeowner Name (Please Print)



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Neighbor Awareness Form*

Left Rear Neighbor

Name (please print)

Address

Signature

Direct Rear Neighbor

Name (please print)

Address

Signature

Left Right Neighbor

Name (please print)

Address

Signature

Left Side Neighbor

Name (please print)

Address

Signature



Property Address

Right Side Neighbor

Name (please print)

Address

Signature

Left Front Neighbor

Name (please print)

Address

Signature

Direct Front Neighbor

Name (please print)

Address

Signature

Right Front Neighbor

Name (please print)

Address

Signature

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