



# YORK HILLS HOMEOWNERS ASSOCIATION ARCHITECTURAL CHANGE APPLICATION

**Submission Process:** Send your completed application and attachments to Sterling Management by email or post. They will forward your information to the HOA Board for approval. If you can, please cc: a copy to York Hills Board member, peggytharpe@gmail.com

**E-mail**

wsterling@sterlingmonterey.com

Please call Sterling Management to confirm they have received it: 831-643-9400

**Post**

William Sterling Property Management

801 Lighthouse Avenue Suite 109 Monterey, CA 93940

Please call to confirm they have received it. 831-643-9400

This application form is provided as a means to seek approval for changes you would like to make to your property. The ARC (Architectural Review Committee) is here to help you through this process. Please contact us through Will Sterling, above, and we will happily help however we can. Use the above procedure to submit your application and supporting documents.

Date \_\_\_\_\_

Homeowner name (print) \_\_\_\_\_

Homeowner signature \_\_\_\_\_

Address & APN # of property \_\_\_\_\_

Phone and email \_\_\_\_\_

### DESCRIPTION OF PROPOSED CHANGE/ADDITION

Please provide a thorough description of your proposed project. Attach a plot plan with the location of your addition or change clearly marked. Include a sketch or picture, paint chips, colors, etc. Include size, height, description of materials, location, etc. Refer to your copy of YHHA Architectural Rules and Procedures for full details; contact Will Sterling Management to receive a set if you do not have them. If you would like to talk about the Rules and how they pertain to your project, please get in touch.

### NOTIFICATIONS

Please inform your nearby neighbors of your project proposal at the time you submit your application.

### THIS APPLICATION WILL NOT BE CONSIDERED COMPLETE UNLESS AGREEMENTS #1, 2, AND 3 BELOW ARE INITIALED AND FILLED OUT.

1. I have read the York Hills Homeowners Association CC&Rs, Bylaws, Homeowners Association Rules, Schedule of Monetary Penalties, and Architectural Rules and Procedures, and I agree to abide by them. \_\_\_\_\_

2. I understand that YHHA rules and regulations may be more restrictive than those of our county, and I agree to abide by YHHA restrictions. \_\_\_\_\_
3. The projected construction dates: Begin \_\_\_\_\_ End \_\_\_\_\_



**Use the space below to describe your project. Attach supporting plans and documents.**

**The following is for YHHA Board use only. Please allow the YHHA ARC 30 days to review your application and respond, once it has been received from Will Sterling. The committee may ask to visit your site to better understand the scope of your project.**

Date received by Will Sterling _____	Date received by ARC Committee _____
ARC Approval _____	Date _____
ARC Approval pending conditions _____	Date _____
ARC Denial and reasons _____	Date _____

