

**WESTLAKE RANCH APPLICATION FOR ARCHITECTURAL APPROVAL  
PROPERTY OWNERS ASSOCIATION**

C/O THE EMMONS CO.  
ONE BOARDWALK, SUITE 102  
THOUSAND OAKS, CA 91360  
805-413-1170 FAX 805-413-1190

PLEASE FILL IN ALL SPACES COMPLETELY - ALLOW UP TO 30 DAYS FOR REVIEW  
DO NOT START WORK UNTIL YOU RECEIVE APPROVAL

PROPERTY OWNER	LOT #
STREET ADDRESS	
HOME PHONE:	BUSINESS PHONE:

**TYPE OF REQUEST**

- |                                    |                                       |  |                                |
|------------------------------------|---------------------------------------|--|--------------------------------|
| <input type="checkbox"/> LANDSCAPE | <input type="checkbox"/> PATIO COVER  | <input type="checkbox"/> ROOM ADDITION | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> PAINT     | <input type="checkbox"/> POOL/SPA     | <input type="checkbox"/> SKYLIGHT      | _____                          |
| <input type="checkbox"/> REMODEL   | <input type="checkbox"/> TREE REMOVAL | <input type="checkbox"/> WINDOWS       | _____                          |
| <input type="checkbox"/> ROOF      | <input type="checkbox"/> AWNINGS      | <input type="checkbox"/> GARAGE DOOR   | _____                          |

Please provide a brief description of proposed plan or modification. For color changes indicate where each color will be used, the type of surface to be painted, i.e., stucco, wood siding, etc., manufacturer and color number. Submit two (2) sets of color chips. For re-roofing, list manufacturer, roofing material and color.

\_\_\_\_\_

\_\_\_\_\_

Please attach **three sets of renderings** for proposed improvements. For structures, pools/spas and landscaping, show site plan with existing and proposed improvements, including existing fence line. Site plan should show property boundaries, HOA easements, and tops/toes of slopes, if any. Provide details of all materials to be used, including size, type, quantity of plant material. Provide cross-sections of all structures.

Owner is responsible for providing proper drainage from rear yard to street.

ANTICIPATED STARTING DATE \_\_\_\_\_

ANTICIPATED COMPLETION DATE \_\_\_\_\_

ATTACHMENTS: Plans \_\_\_\_\_  
Color Samples \_\_\_\_\_  
Other \_\_\_\_\_

We, the undersigned, certify that we are the legal owners of the above property and that we agree to abide by the Westlake Ranch Property Owners Association CC&Rs. Approval by this Architectural Board does not constitute waiver of any requirements of applicable governing agencies. We furthermore understand and agree that building permits for home improvements are required and that the cost of the permits and responsibility of obtaining permits and subsequent inspection will be borne by the homeowner.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Date Submitted: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

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

## REQUEST FOR ARCHITECTURAL APPROVAL

1. Please return completed application and all forms to The Emmons Company:

Mailing Address:           Westlake Ranch POA  
                                  C/o The Emmons Company  
                                  P.O. Box 5098  
                                  Westlake Village, Ca 91359

Business Address:        The Emmons Company  
                                  One Boardwalk Ave. Suite 102  
                                  Thousand Oaks, CA 91360

2. All applications must be sent in triplicate to The Emmons Company.
3. The Emmons Company will retain one copy and forward all other materials to the Architectural Committee.
4. Please include all dimensions, height, color, drainage information, etc.
5. An average processing time is three to four weeks. The response time will be in accordance with the CC&R provisions.
6. If a homeowner does not seek architectural approval from the Architectural Committee, the Community has certain rights specified in the CC&R's. The homeowner is advised to review the CC&R's pertaining to the rights of the Community regarding lot improvements.
7. As a homeowner, you have the right to appeal the Architectural Committee's decision.
8. Final product may be inspected for conformity to application. Applicant agrees to allow the Architectural Committee access for such inspection.
9. Any improvement or addition, structural in nature; i.e., patio cover, spa, electrical, etc., may require a separate application to the appropriate city and/or county agencies to obtain building permits. It is the responsibility of the homeowner to obtain all necessary approvals, including building permits, etc.
12. If you have any questions, please feel free to contact our office at (805) 413-1170.

<p>NOTE: It is recommended that application to the Architectural Committee be accomplished at least forty-five (45) days prior to scheduling your construction. No construction of any kind is permitted until written approval from the Architectural Committee is received.</p>
---

### Architectural fee schedule

Solar Panels	\$200
Grading excavation	\$350
Landscaping	\$350
Walls	\$250
Fencing	\$150
Wood decks	\$150
Hardscape	\$150
Water features	\$250
Swimming pools	\$250
Mechanical equipment	\$250
Exterior finishes	\$50
Shading structures	\$250
Entry gates/pillars	\$250
Sport courts/bball	\$250
House Additions:	
1 story under 500sq.ft.	\$350
1 story over 500 sq ft.	\$550
2 <sup>nd</sup> story	\$550
1 and/or 2 story total over 1000 sq.ft.	\$800
Detached structures, pool houses	
Cabanas	\$550
New homes	\$1550

**Application fees** are payable to Westlake Ranch P.O.A. Please submit the check along with three copies of plans and the Architectural Application to The Emmons Company, One Boardwalk, Suite 102, Thousand Oaks, CA 91360.