

# *Toluca Hills Condominiums Homeowners' Association*

## **HOMEOWNER CHECKLIST TO COMPLETE ARCHITECTURAL CHANGE**

Please follow the steps below to successfully process your improvements without penalty or delay.

- \_\_\_ Contact HOA to obtain all rules and forms necessary to complete an architectural change
- \_\_\_ Read and understand all documents. Contact HOA for any questions or clarifications
- \_\_\_ Return completed ARC request form with \$500 deposit and any required additional materials/plans/specs
- \_\_\_ A decision will be made within 30 days or less.
- \_\_\_ Contact property manager for pre-work inspection (failure to schedule pre-work inspection will void any appeal for damages and costs charged against your deposit)
- \_\_\_ Commence work.
- \_\_\_ Schedule post-work inspection with property manager
- \_\_\_ Complete work.
- \_\_\_ Complete post-work inspection with property manager.
- \_\_\_ Any damages and/or cleanup costs will be deducted, if necessary.
- \_\_\_ Deposit returned to homeowner.