

October 31, 2016

Dear Homeowner,

Please find enclosed an updated Request for Architectural Approval (RFAA) form.

All RFAA applications **MUST BE SUBMITTED IN HARD COPY format, with all supporting attachments and/or photographs**, to:

Foxmoor Hills HOA  
4607 Lakeview Canyon Road, #571  
Westlake Village, CA 91361

The RFAA application is also available on our website: [FoxmoorHills.com](http://FoxmoorHills.com).

Although we live in the digital age, the HOA is required by law to maintain hard copy files and does not have the ability to print out documents.

The most efficient way to get your RFAA approved is to submit a legible form with **all of the required attachments specified on the application** and to properly document all loose photos, drawings and brochures so that it is clear what you are proposing.

- Architectural plans for remodel projects
- Photos
- Technical specifications
- Color samples with manufacturer name and color number and details as to where each color will be used (garage door, front door, trim, siding).
- Site plans and/or landscape architectural plans for landscape improvements.
- Name, size and quantity of plants.
- Name of tree, size of tree, and maximum tree height.

**The approval process will not begin until all documents are received via hard copy.** Any electronic submittal attachments, and/or photographs that refer to hyperlinks or other online/digital sources will be considered incomplete.

Thank you for your cooperation — and thank you for keeping Foxmoor Hills Beautiful!