

**ARCHITECTURAL APPEAL FORM
TO THE BOARD OF DIRECTORS
CANYON LAKE PROPERTY OWNERS ASSOCIATION**

MEMBER/APPLICANT INFORMATION

Member Name: _____ Tract: _____ Lot: _____

Mailing Address: _____ Phone: _____

City: _____ State: _____ Zip-code: _____

Email: _____

APPEAL INFORMATION

Date of Notice of ACC Denial: _____

Brief Description of Proposed Improvement(s) Denied by the ACC: _____

Brief Description of Grounds for Appealing ACC Denial: _____

INFORMATION ON APPEAL PROCESS

PURSUANT TO CIVIL CODE SECTION 1378, IF THE ACC DENIES, IN WHOLE OR IN PART, A MEMBER'S APPLICATION FOR ARCHITECTURAL APPROVAL, THE MEMBER MAY APPEAL THAT DENIAL TO THE BOARD OF DIRECTORS BY SUBMITTING THIS COMPLETED APPEAL FORM TO THE ASSOCIATION WITHIN 30 DAYS OF THE DATE OF NOTICE OF THE ACC DENIAL. (THE COMPLETED APPEAL FORM MUST BE RECEIVED BY THE ASSOCIATION DURING REGULAR BUSINESS HOURS WITHIN THAT 30 DAY PERIOD.) UPON RECEIPT OF A TIMELY AND COMPLETED APPEAL FORM, THE APPEAL SHALL BE SCHEDULED TO BE CONSIDERED BY THE BOARD OF DIRECTORS AT AN OPEN SESSION MEETING OF THE BOARD AS REQUIRED BY CIVIL CODE SECTION 1378(a)(5). THE BOARD OF DIRECTORS SHALL HAVE 30 DAYS TO RESPOND TO AN APPEAL, WHICH TIME PERIOD WILL BEGIN RUNNING UPON RECEIPT OF A TIMELY AND COMPLETED APPEAL FORM, EXCEPT THAT THE BOARD OF DIRECTORS MAY EXTEND THAT INITIAL 30 DAY RESPONSE TIMEFRAME FOR AN ADDITIONAL 30 DAYS BY SENDING THE MEMBER/APPELLANT WRITTEN NOTICE TO THAT EFFECT. (DUE TO THE VOLUME OF APPEALS AND/OR PRESS OF OTHER BUSINESS BEFORE THE BOARD, IT MAY NOT ALWAYS BE POSSIBLE TO HEAR AN APPEAL WITHIN 30 DAYS OF RECEIPT OF A TIMELY AND COMPLETED APPEAL FORM.)

Member Signature: _____ **Date:** _____