

VILLAGE PARK COMMUNITY ASSOCIATION

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ACC NEIGHBOR AWARENESS FORM

Some home improvement projects have the potential to affect neighbors. Depending upon the nature of a contemplated project, the Architectural Control Committee (ACC) may require the applicant to make certain neighbors (“affected neighbors”) aware of the project as a condition for review of the application. Use this form to gather and demonstrate neighbor awareness of your project.

Neighbor awareness is simply that—awareness: neighbors do not have an approval / disapproval right, but awareness alerts them to potential impacts and gives them opportunity to consider and comment on the project if they so choose. The ACC considers neighbor comments in their reviews.

Proper awareness means that you show or provide your affected neighbors with the same project description, plans, etc. that you provide to the ACC and then obtain your neighbors’ signatures demonstrating awareness.

Neighbors wishing to comment on the project may do so separately. Present or send your comments to the Association in time for ACC consideration with the application. ACC Meetings are regularly held the first Tuesday of each month at 7:00 p.m. at the VPCA Clubhouse. Written comments may be submitted to Assistant Manager Peggy Paradise CCAM® at the VPCA office in person, by email at peggy@vpca.net, by fax at 949-786-8072 or, if there is time, by mail to VPCA, 4552 Michelson Drive, Irvine, CA 92612.

Identification of affected neighbors. In general, those close neighbors visually impacted by your project will be the affected neighbors. If you are in doubt, or as is necessary, the VPCA office will identify the addresses required for awareness.

APPLICANT NAME _____ DATE _____

ADDRESS OF PROJECT _____ Irvine, CA 92612

DESCRIPTION OF PROJECT _____

AFFECTED NEIGHBORS: By signing below, I acknowledge I have been made aware of the project described above and that may submit comment(s) re same to the ACC.

ADDRESS	SIGNATURE

Do you have questions or need further help? Contact Peggy Paradise or General Manager George Ross CCAM® by phone or email at the top of this page.