

**For ARC Use Only:**  
Date Received by Management: \_\_\_\_\_  
Date Received by ARC: \_\_\_\_\_  
View Maintenance ID: \_\_\_\_\_

**PACIFIC SHORES HOMEOWNERS' ASSOCIATION**  
**APPLICATION FOR VIEW MAINTENANCE**  
*Obstruction on Property of Another Homeowner*

**Applicant:** \_\_\_\_\_ (Print Name)

**Address of Applicant:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

*If there are multiple view obstructions, submit a separate Application for View Maintenance for each address with an obstruction.*

**Primary Ground Level Assembly Area:**

Obstruction must be in your Primary View from a Ground Floor Assembly Area. Where is your Primary View from a Ground Floor Assembly Area? \_\_\_\_\_

*(This must be the same Assembly Area for all applications from the same applicant.)*

**Obstructed Primary View:** (Check All That Apply)

Catalina Island  Dana Point Harbor  Pacific Ocean  Other: \_\_\_\_\_

**Address of Property with View Obstruction(s):** \_\_\_\_\_

**Describe the type, number, and location of Obstruction(s):** *(For example, Two Queen palm trees on left side of back yard.)* \_\_\_\_\_

*Attach a photo from the Primary Ground-level Assembly Area within the residence or from the ground level patio, deck, or lawn Assembly Area showing the Obstruction(s) and the Obstructed Primary View.*

The Board requires that you contact your neighbor regarding the view issue for resolution between neighbors prior to applying for view maintenance.

**Name of Neighbor Contacted:** \_\_\_\_\_

**Date Contacted:** *(Must be within the past 30 days.)* \_\_\_\_\_

**Your request to this homeowner:** \_\_\_\_\_

**Homeowner response:** \_\_\_\_\_

I have read and understand the Architectural Guidelines regarding View Obstructions, including sharing the cost of tree removal. I understand that an incomplete application may delay processing.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This Page for Management Company and ARC Use Only:**

**ARC Use Only:**  
View Maintenance ID: \_\_\_\_\_

**Process Flow (Management Company Use Only):**  
Date Sent to ARC: \_\_\_\_\_  
Date Uploaded to Caliber as Open: \_\_\_\_\_  
Date Letter Sent to Homeowner: \_\_\_\_\_  
Date Letter Sent to Owner of Obstruction: \_\_\_\_\_  
Date Issue is Resolved: \_\_\_\_\_  
Date Uploaded to Caliber as Resolved: \_\_\_\_\_

**ARC Notes, Findings, and Actions Needed:**

Most Recent Previous View Maintenance Request from this Site: \_\_\_\_\_  
Primary View Assembly Area Used: \_\_\_\_\_  
Address of Obstruction and Resolution: \_\_\_\_\_

Next Most Recent Previous View Maintenance Request from this Site: \_\_\_\_\_  
Primary View Assembly Area Used: \_\_\_\_\_  
Address of Obstruction and Resolution: \_\_\_\_\_

If there are more than two previous requests, please attach descriptions.

**On-Site Evaluation for This Request:**

On-Site Visit By: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Ground Floor Assembly Area: \_\_\_\_\_

What percent of the Primary View is obstructed? \_\_\_\_%. *(The ARC may "allow" an obstruction of up to approximately 15% of the Primary View.)*

Notes: \_\_\_\_\_  
\_\_\_\_\_

Actions Needed to Resolve Obstruction: \_\_\_\_\_  
\_\_\_\_\_

**Management Company Notes:** *(For example, response from owner of obstruction.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**ARC / Board of Directors Follow Up:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_