

# Palisair Home Owners Association

A CALIFORNIA NON-PROFIT CORPORATION

[www.palisairhoa.org](http://www.palisairhoa.org)

c/o PMP Management  
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The association itself is a “Tract Committee” under the Declaration of Restrictions covering Tracts 15944, 15948, and 19890, and operates as such through its Board of Directors and its Officers.

Dear Neighbor,

We are mailing out this letter and application packet to provide helpful information to assist you with your rebuilding project. We all have experienced significant loss from the fires, but we share a common goal to help build back the community. We would like to emphasize at the outset that the goal of everyone in the application process should be to ensure that plans are submitted and reviewed in a prompt, reasonable, and efficient process. Please also understand that the HOA board, who reviews the plans, is made up of your neighbors. The board members have volunteered in the past and will continue to volunteer throughout the rebuilding process, despite losing their homes or having to rebuild just like you. If we all work together, with compassion and reasonableness, our wonderful Palisair community will continue to thrive and prosper.

To assist you in understanding the application and rebuilding process after the fires, the first couple of pages in this packet includes summary sheets with bullet points of requirements for plan submittal to the LADBS, depending on the scope of your rebuild and the zone where your property is located. Again, we are doing this to provide assistance, clarity, and promote efficiency. We look forward to working with you and being neighbors once again when we can all return to our community after the rebuilding and repair process is completed.

Please find attached the following documents to assist you with your rebuilding project:

- Application Process Rules for Alteration or Construction
- Architectural Application Fee Schedule
- Enforcement Policy and Fine Schedule
- Home Rebuilding Guide
- Wildfire Hardening Guide
- Plans Application Form

If you have any questions or encounter any issues, please do not hesitate to reach out to Alison Russell at [ARussell@PMPmanage.com](mailto:ARussell@PMPmanage.com).

We wish you the best of success with your project and are here to support you throughout the process.

Sincerely,

**The Board of Directors**

*Palisair Home Owners Association*

*Palisair Home Owners Association*

**APPLICATION PROCESS & RULES FOR ALTERATION OR CONSTRUCTION**

Adopted January 26, 2026<sup>1</sup>

**A. OVERVIEW**

This Application Process & Rules for Alteration or Construction has been adopted under authority of the Covenants, Conditions, and Restrictions (CC&Rs) of the Palisair Home Owners Association (hereafter: PHOA, Association, or community) and is one of our Association’s governing documents under California law.

It is the goal of the Board of the PHOA (the Board) to make the review and approval process for any construction or landscaping project within our Association as prompt and efficient as possible. The achievement of this goal requires dedication, time and attention by the volunteer members of our Board and Plans Committee, and an informed effort on the part of the submitting homeowner to meet the requisite needs for the approval process.

As a result of the Palisades fire that devastated the community beginning January 7, 2025, and because our community is entirely within both a Wildland Urban Interface (WUI) zone and in the “very high” Fire Hazard Severity Zone, the Board of the Palisair Home Owners Association has considered and adopted enhancements to its rules for alteration or construction.

The Board has established a five-member Plans Committee comprising both Board members and one or members of the community. Reviews may be conducted by the Plans Committee, the Board, one or more consulting architects, and by the Association’s community manager.

Prior to beginning the process, please carefully review the Palisair CC&Rs, found on our website, [Palisairhoa.org](http://Palisairhoa.org). If you have any questions, you may contact PHOA (through its community manager) to make an appointment with one of the members of the Plans Committee so we can discuss your project with you before you get too far along with an architect. For large projects, we recommend a small story pole installation at the early planning stages to check potential view blockage **PRIOR** to drawing up formal plans. This can save you time and money down the road! Generally, questions can be answered by referencing the CC&Rs and the following provisions. Check the submittal date deadline. ***You must be current in the payment of dues and fee to submit plans.***

Demolition and construction must not start before PHOA Final Approval is obtained and copies of any required demolition permits from the City are submitted to the Board. If you are submitting minor changes (re-roofing, solar panels, hardscape, landscape, etc.) you will need an

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<sup>1</sup> The community was formally notified of the Association’s intent to adopt this revision on December 2, 2025, and the Community was provided 28 days’ notice of the change. See Cal. Civ. Code 4360(a).

application, plans, PDF and plan fee. If your re-roofing is due to a leak or is an emergency, let us know and we will fast track the approval.

## **B. APPLICATION PROCESS AND PROCEDURE**

**The process is generally as follows:**

1. **Complete the Application Form**, available on our website. The completed application (signed by the homeowner) is then submitted with the requisite materials, as outlined below and accompanied by a check payable to “Palisair Home Owners Association” in the amount determined by the size of your project (Please see the attached Architectural Application Fee Schedule).

1.1. In addition to the completed Application Form and project fee, please include four copies of your plans: two full-sized paper copies, 24"x36"; one reduced 8 ½ x 11 paper copy to the PHOA consulting architect, if any, assigned to your project; and one copy as a PDF file, which can be sent by email to Alison Russell at [ARussell@PMPmanage.com](mailto:ARussell@PMPmanage.com), or (if different) as designated by the community manager. Plans should be numbered and dated with your architect’s information and the project property address.

1.2. The submission should include a professional color rendering, a recent, accurate survey, an identification of property and setback lines, building elevations, and sections. Note that the location of transformers, pool, pool equipment, fountains, condensers, electrical panels, refrigeration units or any sound-producing items cannot be in the setback or where they could be of a nuisance to neighbors. (Please note location of all items on plans.) Plans should show all external walls, fences, staircases, gates, and trees, noting both material, color, and proposed height.

1.3. The roof plan must show all slopes, chimneys, skylights, solar panels and other roof appurtenances including HVAC. These items cannot block views. Roofing material spec sheet or brochure and color must be submitted with initial plans. Reflective roof materials are not allowed (see separate section on roofs). Re-roofing projects must be submitted with the same specs.

1.4. If the project involves re-grading of the residential lot other than minor landscape grading, grading plans will be required.

1.5. If landscape plans are submitted to LADBS for approval, they likewise must be included with the submission to the Board. No planting of any kind may take place prior to an approved landscape plan, which should be submitted in accordance with your approval letters.

1.6. Depending on location of sound-producing items, such as compressors, pool equipment, or transformers, a sound study may be required.

1.7. **Transformers.** Transformers, where needed or required, shall be installed and placed underground and properly encased to reduce fire risk and sound. See Section B, below.

2. **Completeness of Submission.** Once all required plans (whether a major project or minor project), application, copies, PDF and payment are received by the Board and its consulting architect (if required), the project will be assessed as to the scope of the project and work involved for the approval process. **An application will be deemed submitted and complete only when all necessary documents and fees have been submitted and notice is provided in writing to the homeowner/applicant. The homeowner will be notified in writing when the determination has been made.** In most cases, the complete plans and related materials will be forwarded to a PHOA consulting architect for review. Minor projects will unlikely need outside review.

3. **Story poles.** If the construction to be performed presents a concern of view obstruction for any other member of the Association, story poles or other specified means will be required, and the homeowner will be notified in writing. Story poles will indicate important exterior corners of the proposed construction, top of roof ridges, and parapets. Story poles must be certified and a copy of that certification must be forwarded promptly to the Board. If landscape plans are included, the story poles must also show tree locations at the full height when trees are mature. Where decks are planned, installation shall include a colored tape at least six feet above the deck floors to allow evaluation of possible view obstruction by persons standing on the deck and by anything that will be placed on the deck. *If story poles are required, we have found the approval process may take multiple months because of the scheduling of Board and community viewings, the receipt of community comments, and scheduling of Board meetings (see section B.11).*

4. **Review by Plans Committee.** Concurrent with review by a PHOA consulting architect, the plans will also be provided to the Plans Committee.

5. **Viewings, Review and Determination.** If the Board does not find any material non-conforming items, a Board viewing will be schedule following submittal of the story pole certification, if required. The homeowner will be notified of non-conforming items and/or items requiring re-submittal after the Board Viewing. Prior to the Board vote on Preliminary Approval, the Association membership will in most cases be invited to a Community Viewing to review the plans, renderings, and story pole viewing, if required. If there are no non-conforming items, the application will then be reviewed for preliminary approval by the Board at the next scheduled PHOA board meeting. In the event of an adverse determination, the homeowner will be notified of non-conforming items and/or items requiring re-submittal after the board meeting. Please contact Alison Russell at [ARussell@PMPmanage.com](mailto:ARussell@PMPmanage.com) for exact deadlines and meeting dates.

6. **Modifications at homeowner expense.** If on evaluation of the submitted materials and information gathered, it is determined that modifications are necessary for the

homeowner's plans, any such modifications are at homeowner expense. For example, if the landscaping plan calls for plants that, when mature, may impair views, the homeowner will be notified that view impairment by trees or shrubs may need to be remedied periodically in the future. The homeowner will be encouraged to change the landscaping plan to include lower-growing plants. If preliminary approval is denied, plans must be resubmitted following the same procedure as outlined above. Changed pages are to bear revision dates and changes must be noted. See resubmittal fees in the attached Architectural Application Fee Schedule.

7. **Review, Decision, and Reconsideration.** If the Board approves the application, a **Preliminary Approval** letter will be issued and a letter signed both by a Board member and a set of stamped plans will be given to the homeowner. The procedures for issuance of a decision, whether to approve or reject an application, and for reconsideration, is as follows:

7.1. Within 30 days of a decision, the Board or its agents shall issue a written decision, which decision may be in the form of a letter, email, or other form of electronic or paper communication. If the decision is an approval, it shall be in the form of a Preliminary Approval or, if the LADBS has already issued a permit and the plans are identical, then in the form of a Final Approval. If the decision is adverse, the Board will advise the grounds for the decision, such as for noncompliance with the governing documents, view obstruction, or otherwise, and will advise the procedure for reconsideration.

7.2. If a homeowner disagrees with a Board decision, the homeowner may request reconsideration in writing within fourteen (14) days, with any exhibits or evidence the homeowner wishes to include, and the Board shall resolve the request for reconsideration, in open general session, at the next meeting of the Board.

8. **Resubmission.** Except where the square footage or the submittal is greater or less than the original submittal by more than 10 percent, or if the resubmittal otherwise contains material changes so as to be deemed an entirely new submission, the cost of the first resubmittal is included in the plan fee for the initial submission. Resubmission is triggered by one of the following: (a) a formal notice of denial is issued; (b) architectural review resubmission is required due to non-conforming items and/or items requiring re-submittal; (c) a Community or Board Viewing has transpired revealing non-conforming items and/or items requiring re-submittal; or (d) a new design plan is presented mid-review. (See also Section B.11.8)

9. **Final Approval.** Once the owner has received plans stamped by the LA Department of Building & Safety (LADBS), and as outlined on the Application Form, Final Approval will require submission of two (2) sets of the final LADBS stamped plans, which plans will receive a Board approval stamp on all pages. One copy will be returned to the homeowner to be kept at the site for inspection, and the other will be stored by the Board for future reference.

9.1. **No further changes without approval.** Any changes to the plans made during the construction process on a matter covered by the CC&Rs must be referred to the Board for review and written approval or prior approval will be rendered void.

9.2. **Fines, penalties, and legal action.** Failure to receive PHOA Final Approval prior to beginning construction may result in actions including but not limited to fines, suspension of privileges, a more costly Plans Fee, litigation, and governmental action. Unless prohibited by other governing documents and, if allowed by law, the Board can take legal action to correct, remedy, or cure a violation, and seek a reimbursement assessment against the Member, or file a memorandum of costs or motion for attorney's fees, to recover costs, expenses and attorney's fees incurred by the Association. Please see the attached Enforcement Policy and Fine Schedule for a schedule of fines.

10. **Commencing construction.** Construction pursuant to the plans is to proceed diligently to completion, keeping in mind the noise and inconvenience for your neighbors. Construction fences are required and allowed to be installed after final approval. Construction fences or cladding should not block views. Demo and construction permits are to be posted on the fence or in such other prominent location as the Board or LADBS may require.

10.1. **Inspections.** The Board or its designee may conduct Periodic site visits may to the construction site. Advance notice will be sent by email if the inspection requires access inside the construction site. The Board may engage a consultant or other designee to ensure that the project complies with the plans as approved. The homeowner agrees to permit the consultant or other Board designee access at reasonable times to the construction site and to pertinent documentation. Once the foundation has been poured or the first floor is established, PHOA may hire a surveyor to verify the as-built slab elevation as shown on the approved plans. Following the survey, a site visit will be set up so we can measure the maximum height of the framing from the top of the slab or the first floor.

10.2. **Diligent completion required.** Substantial construction with intent to diligently complete the job must begin within one (1) year from the date of final approval. Otherwise, the approval expires unless an extension is requested in writing and granted.

11. **Timelines for review.** The following maximum timelines apply for all reviews:

11.1. **Minor projects:** Completeness of submission determination within 14 days and approval no later than next Board meeting thereafter. Preliminary approval and Final Approval may occur without the need for formal Board meetings but will be noted at the next scheduled meeting.

11.2. **Major construction and fire rebuilds:** Completion of submission determination within 30 days. If story poles required, add up to 45 days thereafter for scheduling

of Board viewing after poles constructed and certified. Add up to further 30 days thereafter for community viewing and receipt of comments or objections.

11.3. **Decision on preliminary approval:** The Board will set a vote on major construction and fire rebuild projects at the next scheduled meeting after the events specified in the previous section. For example, if there is a community viewing, the Board will consider the application at the next scheduled meeting after the 21-day comment period has expired.

11.4. **Overall maximum times for preliminary approval or denial determinations:** For minor projects, no later than 60 days after complete submission. For fire rebuilds (no more than 110% of original square footage, same footprint, height, and exterior dimensions) and other major construction: no later than 120 days after complete submission.

11.5. **Decision on final approval:** The Board will set the application for final approval at or before the next scheduled meeting after formal request by applicant based on LADBS requested changes, or by Board special meeting.

11.6. **Reconsideration.** The Board shall decide requests for reconsideration no later than the next scheduled meeting of the Board, and in open session.

11.7. **Effect of homeowner delay.** All listed dates shall be tolled during any periods in which the homeowner delays or fails to act on a Board request or instruction. For example, if the Board requests story poles, and the homeowner delays placement of the story poles for 60 days, such days shall be added to the maximum timelines listed.

11.8. **Resubmission.** Any formal resubmission re-commences the approval dates above. For example, if the homeowner re-submits 45 days into the process, the Board is allowed 30 days for major construction projects to make its determination of the completion of the re-submission, and all dates follow from that determination. (See also Section B.8)

12. **New views.** Any view created by a remodel or expansion of an existing structure, such as through the addition of a second story, expansion of existing house footprint, or raise of existing height, does not create a protected view as defined by the CC&Rs.

## **C. OTHER RULES APPLICABLE TO CONSTRUCTION**

1. **General Requirements.** All construction projects shall certify compliance with:
  - a. Chapter 7A of the Los Angeles County Municipal Code;
  - b. Any and all other laws, regulations, and ordinances comprising or governing: (1) WUI zones; and (2) Very High Fire Hazard Severity Zones.
  - c. The CC&Rs and Bylaws of the Association; and
  - d. Any other requirements identified in these rules.

2. **No commencement without permit and Board final approval.** Where required by law, regulation, or ordinance, all projects must be approved by all relevant legal authorities before commencing.
3. **Stamped plans must be available on site for inspection.** A full set of construction plans, showing the original stamp of LADBS and the Board, shall be on site and available for inspection during all construction hours.
4. **No smoking or open flames.** There shall be no open burning or smoking, and no open flame or self-contained device capable of producing flame, on construction sites or within the Association in accordance with L.A. Municipal Ordinance §§ 57.4911.2, 57.4911.5, and 57.4911.6
5. **Transformers to be buried.** All electrical transformers shall be located below grade in a vault. At a minimum, the vault must meet the following requirements:
  - a. Vaults must be freely accessible for inspection by the Board or its designee;
  - b. Vaults shall be located not less than:
    - i. 10 feet from any property line between private properties;
    - ii. 3 feet from all structures; and
    - iii. 10 feet horizontally from any trees measured from the tree's root ball to the nearest edge of the vault.
  - c. Vault openings shall be located not less than:
    - i. 10 feet from all doorways, windows, decks, and stairways;
    - ii. 10 feet from combustible structures;
    - iii. 7 feet from noncombustible, conductive (metal) structures; and
    - iv. 3 feet from noncombustible, nonconductive structures.
  - d. Transformer vaults shall be constructed so as to contain fire and combustible liquids within the vault and to prevent unauthorized access.
  - e. Vault structures shall have sufficient strength to withstand the loading to which they may be subjected and to support the equipment mounted therein.
  - f. Vault interior walls shall be of assemblies of materials approved for not less than one-hour, non-combustible fire-resistive construction.
  - g. Door openings to vaults shall be protected by approved one-hour rated fire door and frame assemblies.
  - h. Vault ceiling access opening covers or grates weighing less than 100 pounds shall be securely fastened in place. Openings must be minimum of 26 inches diameter or 24 inches by 26 inches in size. Safe access shall be provided from the opening to the floor or other working surface.
    - i. All ventilating flues or ducts shall be of noncombustible construction.
  - j. Ventilating openings shall not be through the vault door, except where door opens to outdoors.
  - k. Vaults shall be provided with means for ventilation adequate to prevent equipment temperatures in excess of those at which the equipment may be safely opened.
  - l. No drains are permitted in the transformer vault. All oil-insulated transformers shall have a dry sump with at least an 8-gallon (30 liter) capacity. Where drainage from

sumps in vaults is to a sewage system, a suitable trap shall be installed capable of preventing the entrance of sewer gas into the vault. The vault floor shall slope at least 1 inch in 10 feet toward the sump.

- m. Foreign Pipes and Accessories. Any pipe or duct system foreign to the electrical installation shall not enter or pass through a transformer vault except that piping or other facilities provided for vault fire protection, or for transformer cooling, are not considered foreign to the electrical installation.
  - n. Material shall not be stored in transformer vaults.
6. **No combustible fences.** Fences must be made out of non-combustible materials. Wooden fences are not allowed.

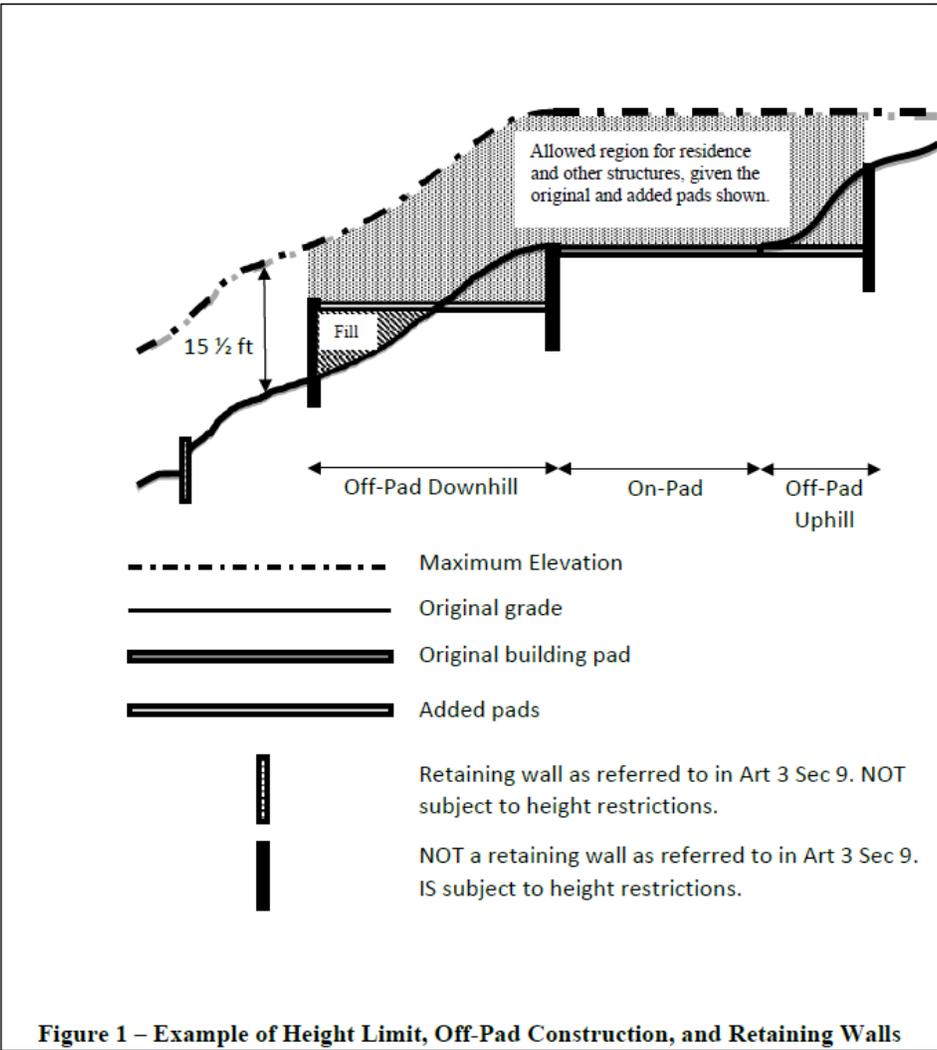
## **D. SPECIFIC CC&R REFERENCES**

### **CLARIFICATIONS AND INTERPRETATIONS**

#### **1. Pad elevations (reference Art. III, Sec 1)**

- a. Determination of the Original Pad Elevation
  - i. If the value of the elevation of the original building pad is known from an original survey, the Original Pad Elevation is defined as this value.
  - ii. Otherwise, if there has been no cutting or filling in of the area of the current building pad (which inevitably many years later is now uneven), the Original Pad Elevation is defined as the average of the elevation of four distinct points determined by the Tract Committee on the uneven pad from a current survey.
  - iii. Otherwise, if the original pad no longer exists due to past major grading for a rebuild, the Tract Committee will make its best estimate of the Original Pad Elevation.
- b. Determination of the Maximum Elevation at any location on the lot (Ref. Figure 1, pg 6. "Example of Height Limit, Off-Pad Construction, and Retaining Walls")
  - i. **(On-Pad)** If the location is within the bounds of the original building pad, the Maximum Elevation is defined as 15 ½ ft above the Original Pad Elevation. This remains true even if there has been or will be excavation or filling resulting in the pad elevation being lower or higher than the Original Pad Elevation.
  - ii. **(Off-Pad, Uphill)** If the location is outside the bounds of the original building pad, and the elevation of the finished ground at that location is equal to or greater than the Original Pad Elevation, either through fill that raises the original pad or grading uphill that forms a separate pad, the Maximum Elevation is defined as 15 ½ ft above the Original Pad Elevation, as in the On-Pad case.

- iii. **(Off-Pad, Downhill)** If the location is outside the bounds of the original building pad, and the elevation of the original finished ground is less than the Original Pad Elevation, the Maximum Elevation can be represented by an uneven surface going down the hill and is defined as 15 ½ ft above the original natural grade at that location.
- 2. **Art III, Sec 8.** Side set back includes all sides, including rear.
  - 3. **Art III, Sec 9.** “Retaining wall” is defined as walls installed for the purpose of hillside stabilization only and are generally needed after major grading and are mostly below original grade. Construction grading to create pool walls, deck walls or any walls used to extend the existing building pad are not considered retaining walls for hillside stabilization, even if they are filled with dirt. They are required to comply with all off-pad building rules and wall heights. (Ref. Figure 1, pg 6. “Example of Height Limit, Off-Pad Construction, and Retaining Walls”)
  - 4. **Art III, Sec 10. Roof Requirements**
    - a. Roof shape or pitch shall maximize neighboring views. ***Pitch for tract 19890 only*** (covering Las Pulgas Pl., Las Pulgas Rd, Las Canoas Rd, and the western end of Las Lomas Ave): Roofs of any residence or structures shall have a pitch or slope of not less than 2 1/2 inches to each 12 inches, except that up to 25% of the total roof surface may have less or no pitch. Roofs that start high at the structure perimeter and slope downward toward the interior of the structure are not allowed as a means of satisfying this restriction.
    - b. Our CC&Rs forbid roof materials that are “of such a nature glaringly to reflect light.” The California Green Building Code currently requires the use of “Cool Roof” building materials on any roof. These Cool Roof materials may not be reflective or a glaring color. A variance to allow a roofline less than 2:12 may be granted, at the Tract Committee’s sole discretion.



# Palisair Home Owners Association

## ARCHITECTURAL APPLICATION FEE SCHEDULE

Adopted on April 28, 2025

**You must be current in your payment of dues and fees to submit plans.** For the initial submittal (pre-approval), the size of the project for the purposes of the fee to be applied is determined based on the square footage of affected space, whether interior or exterior including the basement as noted below. After preliminary approval and after the city has reviewed and stamped the plans, they must be submitted to the HOA for final approval. There is a flat fee of \$500 for the comparison review of the plans prior to the board vote regarding final approval.

Plans fees charged based on project size are an estimate of costs incurred by the PHOA to review a typical project. Please make checks payable to Palisair Home Owners Association.

	<i>Plan Fee</i>
<b>MINOR CHANGES</b> <i>(addition of solar panels, re-roofing, etc)</i>	\$500
<b>WILDFIRE REBUILD WITHIN 110% AND WITHIN THE SAME FOOTPRINT AND WITH SAME HEIGHT</b>	
<u>Project Square Footage with Basement</u>	<i>Plan Fee</i>
<b>Initial Submittal &amp; 1<sup>st</sup> Resubmittal (Considered as One Submission)*</b>	
<i>0-999 square feet</i>	\$1,500
<i>1,000-2,999 square feet</i>	\$3,000
<i>3,000-4,999 square feet</i>	\$5,500
<i>5000+ square feet</i>	\$7,000
<b>Additional Resubmittals*</b>	
<i>0-999 square feet</i>	\$750
<i>1,000-2,999 square feet</i>	\$1,500
<i>3,000-4,999 square feet</i>	\$2,750
<i>5,000+ square feet</i>	\$3,500
<b>Project Submitted After Start of Construction (2x)</b>	
<i>0-999 square feet</i>	\$3,000
<i>1,000-2,999 square feet</i>	\$6,000
<i>3,000-4,999 square feet</i>	\$11,000
<i>5,000+ square feet</i>	\$14,000
<b>Application for Final Approval by PHOA. Application and plans must be submitted after receiving City stamped approval.</b>	\$500

**ALL OTHER CONSTRUCTION**

*(Wildfire Rebuilds Within 110% But Outside the Same Footprint OR With Different Height, Wildfire Rebuilds Greater Than 110%, Demolition (Partial), and New Construction)*

<u>Project Square Footage with Basement</u>	<b><i>Plan Fee Per Square Foot</i></b>
<b>Initial Submittal &amp; 1<sup>st</sup> Resubmittal (Considered as One Submission)*</b>	
0-999 square feet	\$2.80/square foot with a \$1,500 minimum
1,000-2,999 square feet	\$2.80/square foot with a \$3,000 minimum
3,000+ square feet	<i>Initial 3,000 square feet</i>
	<i>Next 1,999 square feet (3,001-4,999 square feet)</i>
	<i>Thereafter (5,000+ square feet)</i>
	\$2.80/square foot
	\$4.40/square foot
	\$4.75/square foot

**Additional Resubmittals\***

0-999 square feet	\$1.40/square foot with a \$750 minimum
1,000-2,999 square feet	\$1.40/square foot with a \$1,500 minimum
3,000+ square feet	<i>Initial 3,000 square feet</i>
	<i>Next 1,999 square feet (3,001-4,999 square feet)</i>
	<i>Thereafter (5,000+ square feet)</i>
	\$1.40/square foot
	\$2.20/square foot
	\$2.38/square foot

**Project Submitted After Start of Construction (2x)**

0-999 square feet	\$5.60/square foot with a \$3,000 minimum
1,000-2,999 square feet	\$5.60/square foot with a \$6,000 minimum
3,000+ square feet	<i>Initial 3,000 square feet</i>
	<i>Next 1,999 square feet (3,001-4,999 square feet)</i>
	<i>Thereafter (5,000+ square feet)</i>
	\$5.60/square foot
	\$8.80/square foot
	\$9.50/square foot

<b>Application for Final Approval by PHOA.</b> <i>Application and plans must be submitted after receiving City stamped approval.</i>	Plan Fee: \$500
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**\*Please see Page 3, Points 14 & 15 in Application Process & Rules for Alteration or Construction for additional details.**

# *Palisair Home Owners Association*

## **Enforcement Policy and Fine Schedule**

Adopted on April 28, 2025

In accordance with the court decision in *Liebler v. Point Loma Tennis Club*, an enforcement policy and fine schedule has been adopted by the Board of Directors of Palisair Home Owners Association (PHOA).

The Association has the authority to assess fines and/or impose penalties for violations of the Association's governing documents.

When the Board initially determines that a homeowner has violated the Covenants, Conditions, and Restrictions (CC&Rs) and a fine should be imposed, it will notify the homeowner at least 10 days in advance that a hearing will be held as a part of a scheduled Board meeting. The notice will include the date, time, and place of the meeting, the nature of the alleged violation and a statement that the homeowner may attend and address the Board at the hearing. It will also include a time frame for compliance. The homeowner's attorney may not attend. If the Board determines at the hearing that a fine should be imposed, it shall be imposed according to the schedule below, and any fee for the Association's attorney shall be added. For a continuing violation, an additional fine may be imposed each month of violation without further notice or hearing, until the violation has been determined by the Board to have been remedied.

### **Violation Fine Schedule**

The following fine schedule applies to all violations of the Association's governing documents. Such violations may result in a warning letter, fine, suspension of privileges, and/or continuing fines as the Board may determine to be appropriate to the situation and as provided for in the fine schedule below. In addition to fines, the Board may file a lawsuit seeking judicial relief. The imposition of penalties and suspension of privileges will be subject to notice and hearing procedures as prescribed in the governing documents and the law.

#### **Continuing Violations**

1. Property alterations and/or improvements made without PHOA approval:

\$500.00 for the first month in which the violation takes place, and \$500.00 per month for each subsequent month until the violation is cured.

2. Fence, wall, hedge, and tree violations:

\$250.00 for the first month in which the violation takes place. If the violation continues, \$250.00 for the second month of violation, and \$500.00 for each subsequent month until

the violation is cured.

3. Other continuing CC&R violations:

\$250.00 for the first month in which the violation takes place, and \$250.00 per month for each subsequent month until the violation is cured.

**Noncontinuing Violations**

1st violation:	Warning or \$100
2nd violation (same offense):	\$200
3rd violation (same offense):	\$300
Additional violations (same offense):	\$400
Safety Violation:	Warning or fine up to \$500
Suspension of Privileges:	The Board of Directors, after a hearing, may suspend voting rights or any other privileges allowed by the governing documents or law. The Association will not suspend a members' rights of ingress and egress to their Lot.
Assessment:	May be levied to reimburse HOA expenses.

Unless prohibited by other governing documents and if allowed by law, the Board can take legal action or correct, remedy or cure a violation, and seek a reimbursement assessment against the Member, or file a memorandum of costs or motion for attorney's fees, to recover costs, expenses and attorney's fees incurred by the Association.

If a violation is found which causes the Association to incur a financial obligation or expense, then the Member responsible for the violation will be subject to a reimbursement assessment in the amount of the obligation or expense incurred by the Association after proper notice and a hearing.



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## Palisair Homeowners Association: Home Rebuilding Guide

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### Step-by-Step Summary

Below is a step-by-step guide for the redevelopment process. Steps 1-4 can be pursued concurrently.

#### 1. Review Your CC&Rs and Complete Initial Due Diligence

- Familiarize yourself with the **Covenants, Conditions, and Restrictions (CC&Rs)** to ensure compliance with community guidelines before proceeding with reconstruction. CC&Rs are included in the “Exceptions” section of a Title Report. If you do not have a current title report, you can contact the individuals from Equity Title listed below, note that you you’re your home in the Palisades fire, and ask for a “Hyperlinked Title Report.”
  - Contact: [kevin.vanderschans@equitytitle.com](mailto:kevin.vanderschans@equitytitle.com), [halla.picado@realogytitle.com](mailto:halla.picado@realogytitle.com)
- Additionally, it is recommended to get an assessment of the floor area, setback, height, and other parameters for redevelopment of the property to ensure your architect has proper parameters. Crest Real Estate is able to complete a Property Development Analysis report within 2-3 weeks for roughly \$3,500 per property. This report will summarize all key design parameters for both less than and greater than 110% redevelopment options.
  - Contact: [Steven@CrestRealEstate.com](mailto:Steven@CrestRealEstate.com), [Thomas@CrestRealEstate.com](mailto:Thomas@CrestRealEstate.com)

#### 2. Obtain a Topographical Survey with Slope Band Analysis

- Hire a licensed surveyor to perform an architectural topographical survey with easements plotted, and with a Slope Band Analysis.
- Slope Band Analysis not required if maintaining the original square footage of the damaged home.
- Recommended Consultant: Hennon Survey (Agreed to 15% base discount, with a much larger discount if a large number of properties pool together for a combined survey)
  - Contact: [info@hennon.com](mailto:info@hennon.com)

#### 3. Obtain a Geologic (Soils) Report

- If the house footprint is already determined, proceed with ordering the report.
- If the footprint is uncertain, your architect will order the report once the design is finalized.



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- Recommended Consultants:
  - Feffer Geology (Agreed to 15% discount, note that you are a Palisair HOA homeowner referred by Steven Somers when reaching out to him)
    - Josh Feffer <[Josh@feffergeo.com](mailto:Josh@feffergeo.com)>
  - Grover Hollingsworth & Associates (Agreed to 10% discount, note that you are a Palisair HOA homeowner referred by Steven Somers when reaching out to him)
    - Bob Hollingsworth <[Bob@ghageo.com](mailto:Bob@ghageo.com)>

### 4. Engage an Architect

- Outline key details for the architect, including:
  - Home size and layout
  - Number of rooms
  - View considerations
  - Room adjacencies
  - *Key consideration: Do you intend to rebuild within 110% of the prior home, or to exceed the 110% threshold?*
- Discuss construction budget and priorities with your architect.
- Submit both the Topographical Survey and Soils Report to your architect as soon as they are completed.

### 5. Finalize the Design & Hire Consultants

- Work with professionals such as **structural engineers, civil engineers, and other necessary consultants** to finalize the design.

### 6. Apply for Neighborhood Association Review to Obtain Conditional Approval of Plans

- Submit the proposed plans for **approval from the Palisair Homeowners Association** before proceeding further.

### 7. Coordinate Architectural & Consultant Work

- Develop a **comprehensive set of construction documents** to streamline the permit application process.

### 8. Apply for a Building Permit



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- Submit plans to the **Los Angeles Department of Building and Safety (LADBS)** for review.
- Undergo a **plan check** to ensure code compliance.
- Obtain any additional approvals required by other agencies.

### 9. Obtain Your Building Permit

- Once approved, receive the necessary permits to begin construction.

### 10. Obtain PHOA Final Approval

- Submit city-stamped, permitted plan set to PHOA for comparison to conditionally approved plans to obtain PHOA Final Approval.

### 11. Begin Construction

- Commence the building process while adhering to approved plans.
- Schedule **regular inspections** with building inspectors and/or deputy inspectors to ensure compliance with safety and structural regulations.
- *Note: it is strongly recommended that you utilize the time during Steps 8-9 (LADBS Plan Check) to have the project bid out by one or more contractors to assess construction cost, and ask your contractor to identify any items requiring additional information prior to start of construction to minimize the risk of delays and change orders.*

### 12. Final Inspection & Approval

- Upon project completion, a **final inspection** will be conducted.
- The building inspector will issue a **final sign-off**, officially approving the reconstruction.

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Following these steps will help streamline the rebuilding process and ensure compliance with both local regulations and Palisair Homeowners Association guidelines. For any questions or additional guidance, contact the HOA board or Crest Real Estate.

Document created for the Palisair HOA by Crest Real Estate and Nicholas Budd Architects.

**Steven Somers** || Chief Executive Officer

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O: (310) 994-6657 || [www.CrestRealEstate.com](http://www.CrestRealEstate.com)



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**Alison MacCracken** || Pacific Palisades Community Liaison

C: (310) 600-8590 || [Alison@CrestRealEstate.com](mailto:Alison@CrestRealEstate.com)

O: (310) 994-6657 || [www.CrestRealEstate.com](http://www.CrestRealEstate.com)

## Checking Your Coastal Zone Designation on ZIMAS

To determine your property's coastal zone designation:

1. Go to ZIMAS
2. Enter your property's address in the search bar.
3. Click on the "Additional" tab in the property information panel.
4. Look under the "Coastal Zone" section in the dropdown menu. Your parcel will have one of the following designations:
  - None
  - Categorical Exclusion
  - Single Permit Jurisdiction
  - Dual Permit Jurisdiction

## Rebuilding Guidelines Based on Coastal Zone Designation

If Rebuilding Up to 110% of Pre-Fire Floor Area, Height, Bulk, and Footprint Location

And your property is in one of the following zones:

- ✓ Not in a coastal zone
- ✓ Categorical Exclusion Zone
- ✓ Coastal Exclusion Area
- ✓ Single Jurisdiction Coastal Zone
- ✓ Dual Jurisdiction Coastal Zone

Then:

- ✓ You will have the most expedited permitting process
- ✓ You will be eligible to build an ADU (also expedited)
- ✓ You can retain existing non-conforming conditions (if originally permitted)
- ✓ You can maintain your gas line connection
- ✗ No requirement to install solar panels
- ✗ No requirement to comply with Low Impact Design (LID) requirements
- ✗ No need to apply for a coastal development permit

If Rebuilding More Than 110% of Pre-Fire Floor Area, Height, Bulk, or Footprint Location  
And your property is in one of these zones:

- ✓ Not in a coastal zone
- ✓ Categorical Exclusion Zone
- ✓ Coastal Exclusion Area

Then:

- ✓ You will have a moderately expedited permitting process
- ✓ You will be eligible to build an ADU (also expedited)
- ✓ You must comply with max allowable floor area (per zoning or slope band analysis)
- ✗ Cannot retain existing non-conforming conditions
- ✗ Cannot maintain gas line connection *unless some portion of the existing foundation is maintained on existing grade, and is incorporated into the new structure so that the project can qualify as a "Remodel and Addition"*
- ✗ Must install solar panels
- ✗ Must comply with Low Impact Design (LID) requirements
- ✗ No need to apply for a full Coastal Development Permit

If Rebuilding More Than 110% of Pre-Fire Floor Area, Height, Bulk, or Footprint Location  
And your property is in one of these zones, and *not also in a Categorical Exclusion Zone*:

- ✓ Single Jurisdiction Coastal Zone
- ✓ Dual Jurisdiction Coastal Zone

Then:

- ⚠ You must go through the standard permitting process
- ✓ You will be eligible to build an ADU (standard permit process applies)
- ✗ Cannot retain existing non-conforming conditions
- ✗ Cannot maintain gas line connection
- ✗ Must install solar panels
- ✗ Must comply with Low Impact Design (LID) requirements
- ✗ Must apply for a Coastal Development Permit through the Planning Department (this process is discretionary and can take up to two years, not including plan check review by the Department of Building and Safety)

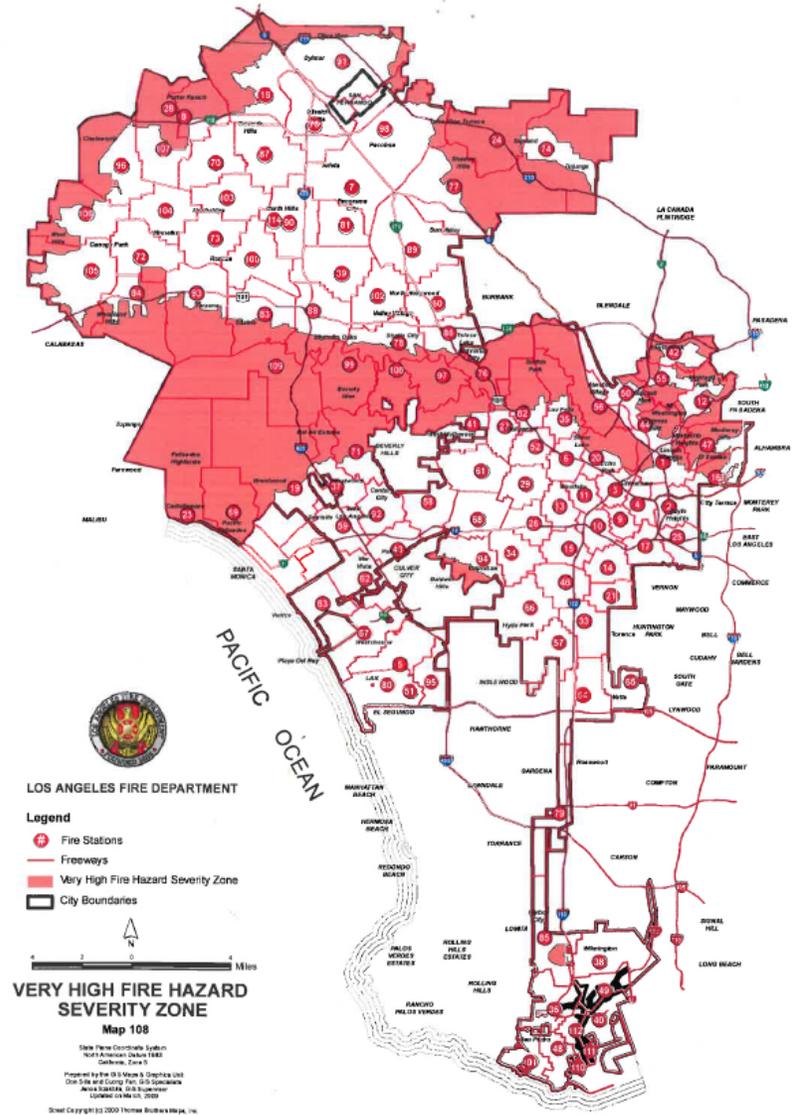


# Los Angeles **City** Fire Department

**Pacific Palisades Palisair HOA**

# Wildland Urban Interface For LAFD

- What Is WUI?
  - The Wildland-Urban Interface (WUI) is the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. Describes an area within or adjacent to private and public property where mitigation actions can prevent damage or loss from wildfire.
- There are approximately 157,707 APNs that will require an inspection to be compliant with the both the State and Los Angeles Fire Code.
- All criteria and code requirements are adopted through the Los Angeles Municipal Code and identified within the Los Angeles Fire Code under Chapter 49.



# Inspection Data System (VMS3)

- Search [vms3.lafd.org](https://vms3.lafd.org) and register an account

- Enter the APN in the “Check APN Status” box

- Click on Look-Up to view a parcel

- The APN can be located either on the Owner Notification that was mailed in March, on the Notice of Violation or the Property Tax Statement.

LOS ANGELES

311 City Services LA City Directory

LAFD INSPECTION PORTAL VMS<sup>3</sup> the BCU

Login Register

## REGISTER AN ACCOUNT

The information you provide is secure, not shared or spammed. A registered account allows you to:

1. View the inspection status of your property (compliance or non-compliance)
2. If non-compliance, view the photos of the brush hazards on your property taken at the time of the inspection.
3. Receive a non-compliance emailed notification at the time of the failed inspection.

Login with your email and password  
or  
register a new account now.

[How to meet brush clearance requirements, watch here](#)

[Brush Inspection Training - Target Hazards](#)

[Brush Clearance Training - On Site Inspections](#)

The 2023 annual brush inspections begin on May 1<sup>st</sup>. For more, please refer to your Owner Notification mailed in March.

CHECK PROPERTY STATUS OWNER INFORMATION MAILER CLEARANCE REQUIREMENTS FIRE PREVENTION CONTACT US FAQs

E288

# What are the Fire Code Requirements?

Year-round compliance shall be maintained as described below on all native brush, weeds, grass, trees and hazardous vegetation within 200 feet of any structures/buildings, whether those structures are on the owner's property or adjoining properties, and within 10 feet of any combustible fence or roadway/driveway used for vehicular travel.

1. Maintain all weeds and grasses at a maximum height of 3 inches.
2. Maintain the lower 1/3rd of trees and shrubs by removing all leafy foliage, twigs, and branches up to a maximum of 6 feet from the ground (i.e., any tree 18 feet or higher requires only 6 feet of clearance).
3. Remove all dead trees and shrubs.
4. Maintain 5 feet of vertical clearance between roof surfaces and portions of overhanging trees and shrubs (any overhanging foliage must be at least 5 feet above the roof).
5. Remove any portion of a tree or shrub within 10-foot radius of a chimney outlet.
6. Maintain the roofs of all structures free of leaves, needles, twigs and other combustible matter.
7. Remove all dead/dry undergrowth and material within trees and shrubs to include all dead or dry palm fronds/branches.
8. Once brush clearance is conducted, remove and safely dispose of all cut or bagged vegetation, all dead trees and all debris. This includes all combustible junk, trash or debris that may be on your property, regardless of how it got there. Combustible debris may include, but is not limited to, paper trash, cardboard boxes, household trash, fabric/clothing, plastic, rubber/tires, or piles of yard waste.
9. Cut vegetation may be machine processed (chipped) and spread as ground cover (mulch) so it does not exceed 3 inches in depth within 30 feet of structures and no more than 6 inches in depth 30+ feet from structures/buildings. Machine processed/chipped material shall not be placed within 10 feet of combustible fences or road surfaces.

# What are the Fire Code Requirements?

10. Trim Native shrubs/brush so foliage is removed from lower third up to a maximum of 6 feet. Native shrubs shall not exceed 216 cubic feet in volume and shall be spaced not less than 3 times its maximum height but not less than 18 feet from other native shrubs, structures, and combustible material.

*NOTE: Native Shrubs/Brush are indigenous plants that mostly grow wild without any watering or care. High Energy Release Shrubs/Brush include, but are not limited to, Junipers, Spanish or Scotch Broom, Manzanita, Service Berry, Mountain Mahogany/Whitethorn, Sage, and Rabbit Brush, and as determined by the Fire Chief.*

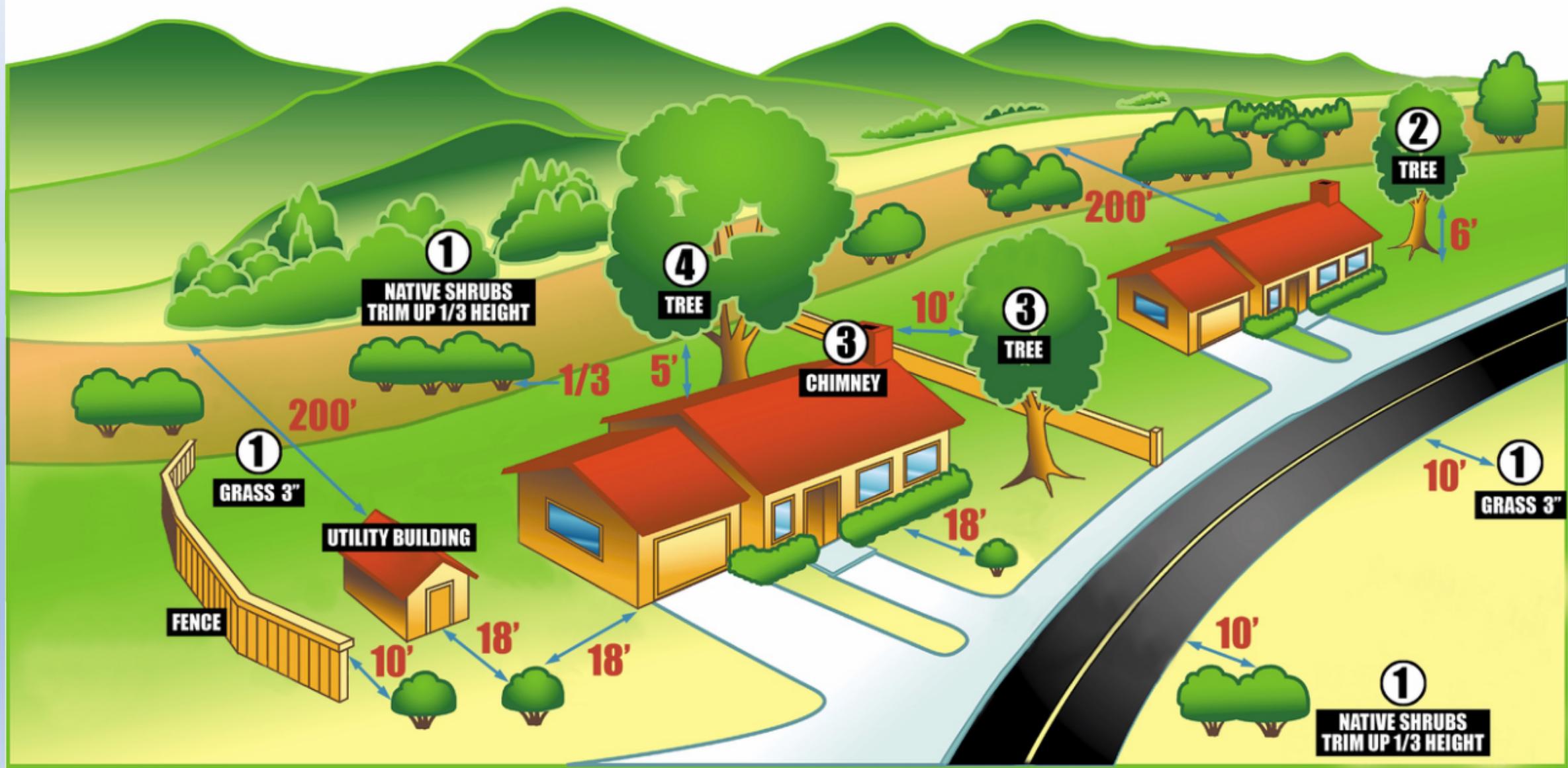
11. Maintain all other landscape vegetation, including, but not limited to, conifers (e.g., cedar, cypress, fir, juniper, and pine), eucalyptus, acacia, palm and pampas grass in such a condition as not to provide an available fuel supply to augment the spread or intensity of a fire or impede egress of emergency vehicles. This includes trimming up and removing all dead and dry material as required above.

12. Firewood shall be located 30 feet away from any structure or shall be completely enclosed within a fire resistive closed container.

13. Trim back vegetation and maintain 3 feet radius clearance around fire hydrants.

14. Vegetation/branches extending past curb and over the street shall be trimmed back to the curb line and up a minimum of 14 feet vertically from the roadway surface to the lowest overhanging branch to provide clearance for emergency vehicles.

*NOTE: Vegetation/branches extending over the sidewalk shall also be trimmed up a minimum of 9 feet vertically from the sidewalk surface to the lowest overhanging branch so as not to obstruct or interfere with the free passage of pedestrians.*



# Wildfire Prepared Home

1. Enclose underside of eaves.
  - Install noncombustible or ignition-resistant soffit material, such as fiber-cement board or 2-inch nominal or thicker lumber.
2. Cover gutters.
3. Install a non combustible dryer vent.
4. Move structures 30 feet from your home (i.e., sheds, hot tubs pergolas, and playsets)
5. Upgrade windows and doors
  - Windows:
    - Replace all exterior windows with tempered, multipaned glass (at least 2 panes tempered) or fire-resistant glass blocks.
    - Replace domed, plastic skylights with flat, multipaned, tempered glass skylights.

# Wildfire Prepared Home Plus

## 5. Upgrade windows and doors cont'

- Doors:

- Upgrade to solid exterior doors that have a metal threshold and are constructed with a noncombustible or ignition-resistant material such as metal, fiberglass, or solid hardwood.
- If you choose a door that includes glass, make sure it is made with tempered, dual pane glass.
- Alternatively, install a noncombustible storm door to cover the existing door. These are fire-resistant

# Wildfire Prepared Home Plus

## 6. Install noncombustible siding and shutters.

- Replace all combustible or ignition-resistant constructed siding (wood, engineered wood-fiber, or vinyl) with a noncombustible or ignition-resistant material such as fiber-cement board, stucco, brick, metal, or stone veneer siding.
- Remove or replace combustible decorative shutters, with noncombustible shutters.

# Wildfire Prepared Home Plus

## 7. Enclose under bay windows

- Enclose any open area underneath a ground floor bay window with an exterior wall and noncombustible siding.

## 8. Build or retrofit to a noncombustible deck

- When building a new deck:
  - Construct all deck components with noncombustible materials and a solid walking surface.  
Example materials:
    - Steel joists.
    - Solid walking surface using lightweight concrete, autoclaved aerated concrete (AAC), tile, stone, or aluminum (made to look like wood).
    - Railings using steel cable, steel rod, aluminum (made to look like wood), wrought iron, or glass.
    - Stairs using steel risers with a solid walking surface using lightweight concrete, autoclaved aerated concrete (AAC), tile, stone, brick, or aluminum (made to look like wood)

**Palisair Home Owners Association (PHOA)**  
**A NON-PROFIT CORPORATION**

The Association itself is the "Tract Committee" under the Declaration of Restrictions covering Tracts 15944, 15948 and 19890, and operates as such through its Board of Directors and its Officers.

**APPLICATION FOR APPROVAL  
FOR PROPERTY ALTERATION/CONSTRUCTION**

DATE: \_\_\_\_\_

Construction Site Address: \_\_\_\_\_ Lot No: \_\_\_\_\_ Block No: \_\_\_\_\_ Tract No: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Owner(s) Permanent Address: \_\_\_\_\_

Phone No.: Home : \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

E-mail: \_\_\_\_\_

Owner(s) Address During Construction: \_\_\_\_\_

Description of Proposed Construction: \_\_\_\_\_

Name & Address of Architect or Contact Person: \_\_\_\_\_

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

Check whether application is for: \_\_\_\_\_ **PRELIMINARY OR** \_\_\_\_\_ **FINAL APPROVAL**

**THE FOLLOWING IS UNDERSTOOD AND AGREED TO BY OWNER(S)/APPLICANT(S):**

1. The property owner agrees with the conditions of submission and understands and agrees that, under the Covenants, Conditions, Restrictions, and Reservations (CC&Rs) of the PALISAIR HOME OWNERS ASSOCIATION (PHOA), the proposed project shall be performed in compliance with the drawings, specifications, and other information submitted and approved by the PHOA. Property owners agrees to cooperate with any request of a PHOA representative to review the drawings and specifications, as well as the project site, as needed, to conform compliance with the terms of approval obtained.
2. Neither the Board's consent to the Project nor any inspection of it shall give rise to any liability by the Association or its representatives. Owner agrees to indemnify, hold harmless and defend the Association, its officers, directors, employees, consultants and agents from claims arising from the Project or its approval or inspection by the Board.
3. Substantial construction with intent to diligently complete the job must begin within one (1) year from the date of final approval. Otherwise, the approval expires unless an extension is requested in writing and granted.
4. A set of plans stamped approved by the PHOA must be kept on the job site for inspection by the Association's representatives and/or any interested owner(s) of property in the tracts.
5. Any deviation from or alteration to the approved drawings and specifications, during construction or at any time thereafter, renders the approval null and void. Any deviation from the CC&Rs must be specifically noted and called out in the submission package.
6. The Board shall have the right, but not the obligation, to periodically inspect the project without prior notice. Owner understands that any such inspection does not relieve the owner from the duty to comply with the Association's CC&Rs and with all applicable Building & Fire Codes.
7. Upon substantial completion of the project, an updated survey must be submitted showing completed work, hardscape, top of roof elevation, first floor elevation and datum.
8. The Board reserves the right to share submitted plans and materials (excluding interior architectural plans and security system plans) with whomever it deems appropriate as part of the review process. Approved exterior architectural plans are to be made available to neighbors in the PHOA

**SIGNATURE OF OWNER(S) REQUIRED:**

OWNER SIGNATURE(S): \_\_\_\_\_

DATE \_\_\_\_\_

**For Office Use Only:** Submittal received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fee Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## SUBMITTAL REQUIREMENTS AND PROCESS

### **PRELIMINARY APPROVAL (prior to city submission):**

1. Submit the required fee, the application signed by the owner(s), drawings specifications, survey, and a professional color rendering of proposed structure or addition **in Adobe PDF format** (can be emailed, [ARussell@PMPmanage.com](mailto:ARussell@PMPmanage.com)) in sufficient detail to demonstrate that the CC&Rs are satisfied. Submission should show:
  - a. Name of the Property owners, the lot and tract number for the property at which the project is to take place, the street address of the property, and the date on each page for original submission and any subsequent revised submissions.
  - b. The existing and proposed dimensions of the property and structures involved in the project, the property lines and setbacks as well as any existing or proposed pools, pool equipment, walls, fences, and gates, including dimensions and materials.
  - c. A survey which sets forth the existing and planned pad height and contours, if involved in the project, as well as any cutting, filling, grading, and excavation plan.
  - d. Roof plan showing all roof slopes, chimneys, skylights and other roof appurtenances.
  - e. If you are seeking a variance from the City or PHOA, please attach a cover letter setting forth any justification you have.
  - f. As-built plans and exterior elevations of existing structure on the lot.
  - g. Please submit the following drawings: Survey, Site Plan, Floor Plans, Roof Plan, Building and Site Sections, and Exterior Elevations.
  - h. Applicants and their architects should provide 3-D models and other equivalent diagrams illustrating topographical conditions and relation of the proposed home to neighboring properties in order to assess potential view impacts to neighboring properties. The models should indicate existing views from neighboring parcels to the best of the architect's ability and should indicate the top of roof elevation & pad elevation of the proposed structure along with the pad elevation of surrounding properties. Additionally, a version of the 3-D model comparing the as-built elevations/mass of building lost to the proposed building should be provided if feasible. The Committee will aim to make a determination regarding view impacts of the proposed project using this information. However, story poles may still be required to determine full view impact to neighboring properties.
2. Each page of drawings, specifications and other information must be numbered and dated.
3. Revised submissions (if required) must be complete sets as detailed above, bear the revision date and include the fee for resubmittal.

### **FINAL APPROVAL** (after city stamped approval):

1. Submit two (2) full size sets (1/8" scale or larger); two (2) sets full size to 24x36", and 1 set in Adobe PDF format (should be emailed, [ARussell@PMPmanage.com](mailto:ARussell@PMPmanage.com)), of stamped plans as approved by the Department of Public Works Building and Safety.
2. Structural engineering drawings, if appropriate and requested by the PHOA.
3. All pertinent specifications, demonstrating materials to be used for all proposed work and color of all such materials. Manufacturers' samples or actual product samples, not to exceed

8” square, may be requested of the PHOA.

4. Exterior lighting and landscape plans and specifications, if involved in project.

**How to Submit:** Your application form and PDF version of your plans can be emailed to [ARussell@PMPmanage.com](mailto:ARussell@PMPmanage.com). Your submission fee can be mailed to 27220 Turnberry Lane, Suite 150, Valencia, CA 91355 or paid online by logging into your portal at <https://palisairhoa.org/>. The Plans Committee will conduct a preliminary review of all submissions and advise if your submission requires additional review by the PHOA consulting architect.

**THANK YOU FOR YOUR TIME AND COOPERATION**