



## **Niguel Shores Community Association**

33654 Niguel Shores Drive  
Dana Point, California 92629-4221  
(949) 493-0122 • Fax (949) 831-0116

Under the Association's *CC&R's Article VII, Section 1* as recorded on January 14, 1991, an owner of a lot within Niguel Shores Community may elect to contract an authorized agent/acting agent for the purpose of their architectural modification. The following policy has been adopted by the Niguel Shores Community Association to address the boundaries or responsibilities of each entity involved with applications pending approval where an owner has contracted with an acting agent to carry out the implementation of any approved exterior modification.

If an owner contracts an authorized agent/acting agent, the agent is authorized to represent the owner to the Architectural Committee (AC) during a scheduled meeting of the committee. As the owner is obligated to abide by all conditions, covenants, rules and guidelines adopted and implemented by the Association as part of their membership, the owner will still be responsible for direct communication to and with the Association or its Committees or representatives.

The responsibilities of the owner, the authorized agent/ acting agent, and Association are as follows:

- Authorized Agent/ Acting Agent
  - May sign the exterior modification application and submit any required supplemental information on behalf of the owner.
  - May represent the owner before the AC during a meeting of the committee for pending applications only. Communication outside of a scheduled AC meeting must be held between the owner and the Association.
  
- Association
  - Will communicate directly with the owner regarding the application under review. Communications will be sent via first class US postal mail and electronic mail (email) within 3 business days after the date of the meeting.
  - Will communicate with the authorized agent/acting agent during the meeting only.
  - Will not be responsible for providing written or electronic communication to the authorized agent/acting agent.
  - Will not be responsible for any acts or omissions of the authorized agent/acting agent.
  
- Owner
  - Will be responsible to the Association for compliance with all existing *CC&R's*, adopted rules and policies, and for any acts or omissions committed by their contracted authorized agent/acting agent.
  - Will communicate directly with their contracted authorized agent/acting agent.
  - Will provide any written correspondence or plan sets to the authorized agent/acting agent.

- Will coordinate all entry or access for the authorized agent/ acting agent, contractors, subcontractors, etc.
- Will communicate directly with the Association regarding information or questions pertaining to their application for exterior modification.

**AGREEMENT**

By signing this document I, as the owner of a lot within the Niguel Shores Community, understand and agree to abide by all requirements of the above noted policy regarding the boundaries or responsibilities of the Association, my contracted authorized agent/acting agent, and myself as it pertains to my application and the ability of my authorized agent/acting agent to carry out the implementation of any approval I may receive as a result of my request to the Architectural Committee (AC).

\_\_\_\_\_/\_\_\_\_\_  
Name Signature

\_\_\_\_\_  
Niguel Shores Address

\_\_\_\_\_  
Date

**AUTHROIZED AGENT/ACTING AGENT INFORMATION**

\_\_\_\_\_  
Agent Name

\_\_\_\_\_  
Company Name