



PROCEDURE FOR OBTAINING APPROVAL OF ARCHITECTURAL CHANGES—INCLUSIVE OF LANDSCAPING

The procedure for obtaining approval for any architectural change shall be as follows:

1. Submit complete plans and specifications showing:
 - a. Nature and scope of work and the location
 - b. Shape (include dimensions—height, length, depth)
 - c. Size (include dimensions—height, length, depth)
 - d. Material to be used i.e. wood; vinyl; paint color
 - e. Drainage (affect it will have on your backyard or HOA property)
 - f. Landscaping—sprinklers, drains, how fence in the backyard and/or HOA area might be affected by improvements
 - g. Contractor information—who is doing the installation
 - h. Do the materials meet the outlined specifications as outlined in the CC&Rs? i.e. replacement windows have required grids; match existing installations
 - i. **Garage doors**
 1. If you are the first homeowner of your two-plex / four-plex to replace the garage door, submit the manufacturers brochure with pictures, detailed specifications, and color sample of your desired garage door. Your proposed door must be consistent with existing designs within The Cape at Calavera Hills HOA. Applicant must provide a photo of existing neighbor(s) garage door(s) with application.
 2. If an attached homeowner of your two-plex / four-plex has already installed a garage door, you are responsible for procuring a door of same window design, panel configuration, and color. Applicant must provide a photo of existing neighbor(s) garage door(s) with application.
 3. Specifications of door. 4' x 4' horizontal panels (16' x 7' door).
 4. Weather Stripping:
 - Traditional Roll-Up Door: Weather stripping must be around the entire door.
 - Solid Door/Roll-Up Door: Weather stripping must be at the bottom of the door
2. Homeowner shall submit an application to the management company and it will be forwarded to the Architectural Review Committee on your behalf.
3. **Incomplete applications** will be returned to the homeowner to provide missing information.

PROCESS

1. Once fully completed application is received it will be sent to the Architectural Review Committee (ARC) and placed in the upcoming Board Meeting packet.
2. ARC reviews the application and makes a recommendation to the Board for approval or disapproval and lists the reasons if it was denied.
3. Once approved or disapproved by the Board, POWERSTONE will submit the Board decision to the homeowner within two (2) weeks or sooner.

Homeowners wishing to appeal a disapproval from the ARC shall resubmit the request to the Board of Directors within 30 days of receipt of the ARC's/Board's recommendation. The Board of Directors shall review the submittal within 30 days of receipt of the request for reconsideration and shall provide a written response within 30 days of receipt of the resubmission including the reasons for the Board's response.
4. In the event the ARC or the Board fails to provide a written response to the requesting homeowner within 60 days of receipt of the request from the owner, the owner may notify the Board in writing that a response has not been received. If the Board fails to respond within 30 days of the receipt of the notice, approval will not be required and the relative covenants shall be deemed to have been fully satisfied.

Once an homeowner has obtained approval an architectural/landscaping submittal, work on such approved submittal shall promptly commence and shall be completed within a reasonable time period.
5. Homeowners are directed to the CC&Rs Article 4, Architectural Design Control, which begins on page 13 for more specific information about architectural change requirements.



THE CAPE AT CALAVERA HILLS HOMEOWNERS ASSOCIATION
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949.535.4529 Phone 949.716.3999 FAX

I. HOMEOWNER INFORMATION

Name: _____ Date: _____

Lot Number and Cape _____
 Address: _____

Address City/State/Zip

Mailing Address: _____

Address City/State/Zip

Email Address: _____

II. ARCHITECT/ENGINEER OR HOMEOWNER’S REPRESENTATIVE (if applicable)

Name: _____ Phone Number: _____

Mailing Address: _____

Street City/State/Zip

III. DESCRIPTION OF DESIRED CHANGES—(give full details of purpose and/or reason, type and colors of materials to be used (a color brochure of the product is required) and location on the property and NO WORK SHALL BE DONE WHICH MAY ALTER EXISTING DRAINAGE PATTERNS.

IV. NEIGHBOR AWARENESS: NOT APPROVAL—The intent is to advise the homeowners of your two-plex / four-plex of the proposed improvement of your property line or unit. No approval is required—this is simply verification that the attached homeowners are made aware of your application.

Date _____
 Adjoining Homeowner’s Name (Print Legibly) _____ Signature _____

Address _____

Date _____
 Adjoining Homeowner’s Name (Print Legibly) _____ Signature _____

Address _____

Date _____
 Adjoining Homeowner’s Name (Print Legibly) _____ Signature _____

Address _____

V. No work shall be started without ARC approval and the issuance of all required permits.



PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST (ATTACH DRAWINGS TO THIS FORM)

1. Description of improvement.
2. Location of residence on lot and the dimensions from lot lines.
3. Complete dimensions of proposed improvement.
4. Measurements of improvements in relations to residence and lot lines.
5. Description of materials and color scheme.
6. Height of trees at maturity.

I UNDERSTAND AND AGREE THAT:

The above and attached information is complete and accurate to the best of my knowledge. Improvement/work installation is to be at no cost whatsoever to the Association. Any further maintenance, and repairs or damage related to, or caused by this improvement shall be the responsibility of the owner, heirs or assigns. Any deviation from the approved plans and specifications outlined in the application shall require subsequent approval from the Architectural Review Committee (ARC). Failure to obtain such subsequent approval will nullify the approval of the ARC and said improvements shall be deemed to have been undertaken without the Committee's approval.

I understand that my proposed improvements may require a permit from the City of Carlsbad and/or San Diego County Building Department or other government agencies and I will obtain all required before commencing any work. I agree I will do not work that will change the existing drain patterns. I am aware that any changes may result in substantial damage to adjacent properties.

*I will assume responsibility for any work under the above proposed improvement that I or my contractor complete which may, in the future, adversely affect adjacent properties. **I will assume responsibility for all future maintenance of this addition or improvement.***

Signature: _____ Date: _____
OWNER (authorization of representative must be attached)

COMMITTEE COMMENTS:

DATE: _____

- Approval without condition(s) or restriction(s)
- Conditional approval--

- Disapprove—Reasons:

COMMITTEE SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____



NOTICE OF PROJECT COMPLETION

Homeowner Name: _____

Lot Number and _____

Cape Address: _____

Phone Number: _____

Date Project Started: _____

Date Project Completed:

I certify the project was completed as outlined in my application. I acknowledge that if the project creates any damage to HOA property or to my immediate neighbors, I will be responsible for all damages incurred.

Homeowner Signature: _____ **Date:** _____

ARC/Board Site Inspection

Date: _____

Person Inspecting: _____

Project Notation(s): _____

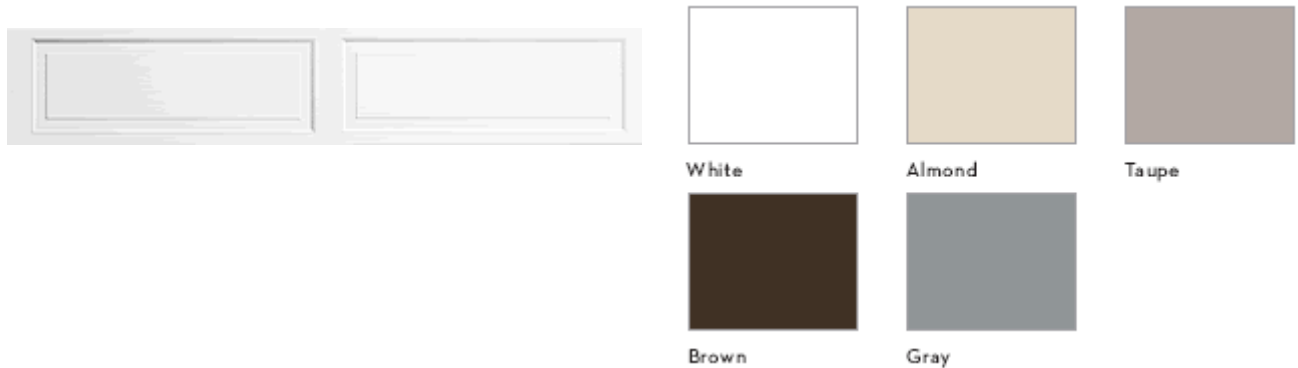


GARAGE DOORS MUST MEET THE FOLLOWING GUIDELINES

1. **Specifications of Door:** 4' x 4' horizontal panels (16' x 7' door).
2. **Weather Stripping:**
Traditional Roll-Up Door: Weather stripping must be around the entire door.
Solid Door/Roll-Up Door: Weather stripping must be at the bottom of the door.
3. You may select any qualified garage door manufacturer or installer as long as the set guidelines are adhered to.
4. **Repair of Garage Doors:**
Repair to garage doors is okay. However, homeowners must be aware that any replacement of a garage door must be of metal as outlined above in the Garage Door Guidelines.
5. Review the approved door panels and window selections. If your adjoining homeowner has already installed a replacement door, you must install the exact same one—meaning manufacturer, color and windows (if apply).

Garage door panels must be Ranch Garage Doors—Long Panels **Four (4) panels across ONLY.**

Ranch Panels



Garage door window options (please circle your selected window option):



Williamsburg II



Stockton II



Windows

Garage door window options (please circle your selected window option):

Virginian Long



Full View Long



Dawn

