



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 response 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
 c/o Powerstone Property Management
 Attn: Christina Mercer, CCAM – cmercerc@powerstonepm.com
 701 Palomar Airport Road, Suite 300
 Carlsbad, CA 92011

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): _____

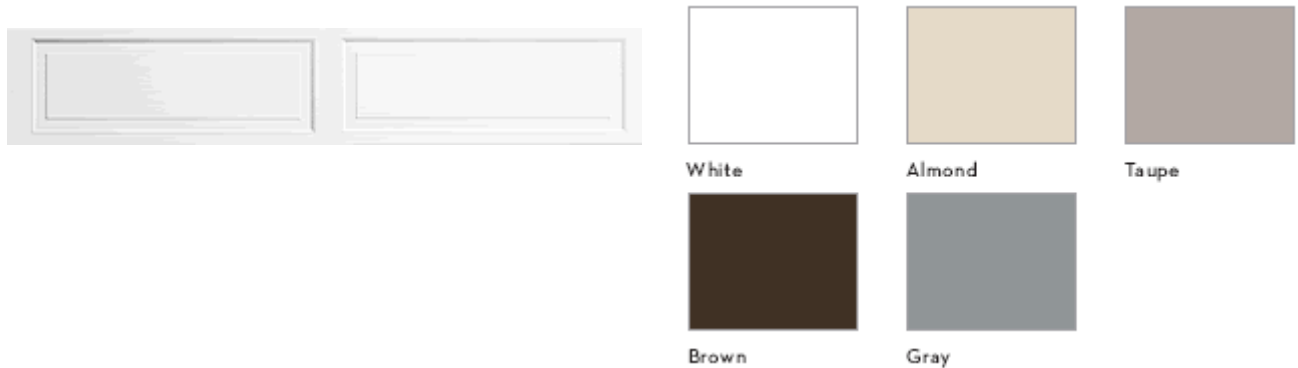


GARAGE DOORS MUST MEET THE FOLLOWING GUIDELINES

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



THE CAPE AT CALAVERA HILLS HOMEOWNERS ASSOCIATION
SATELLITE DISH INSTALLATION AND MAINTENANCE
POLICY

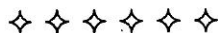
1. Satellite dishes of one (1.0) meter or less in diameter, and other communication-receiving antennae or devices covered by the Federal Telecommunications Act of 1996 (the "Act") (collectively referred to in this policy as "qualified satellite receiver"), may be installed on the Owner's Unit and Exclusive Use Area as provided in this policy. Satellite dishes larger than one (1.0) meter in diameter, and any other antennae not covered by the Act, are prohibited as provided in the Association's governing documents.
2. Prior to, or simultaneously with, the installation of the qualified satellite receiver, the Owner of the lot shall: i) submit an application to the Architectural Committee describing the location of the qualified satellite receiver, and ii) execute a copy of this policy and provide the signed copy to the Board of Directors. In order to avoid unreasonable delays, installation may occur prior to receipt of approval of the application to the Architectural Committee **AS LONG AS THE ADOPTED POLICY IS ADHERED TO**, but a request for inspection by the Architectural Committee must be submitted immediately after installation has been completed.
3. An Owner may install a qualified satellite receiver in the Owner's Lot in a location necessary for the signal strength desired. If more than one location on the Lot will provide the requisite signal strength, Owner must place his or her qualified satellite receiver in the location that will minimize the visual effect of the equipment on the Common Areas or other residents. Owner, and not the Association, will be responsible for all expenses for future maintenance and repairs arising from water leaks, fungus, dry rot, and other damage caused by mounting hardware and holes drilled through exterior walls to accommodate any qualified satellite receiver. Roof installations are particularly discouraged. Owner, and not the Association, will be responsible for all expenses associated with any future maintenance and repairs arising from water leaks, fungus, dry rot, and other damage to the roof, roofing materials, and roof structure caused by roof installation of qualified satellite receivers.
4. Owner shall keep the qualified satellite receiver in good repair and maintenance and not permit it to become unsightly.
5. **Qualified satellite receivers may not be installed on any part of the Association Common Areas.**
6. Owner shall indemnify and hold harmless the Association, and its agents directors, officers, and employees, from any and all loss, claim, damage, injury, judgment, or cost, including attorneys' fees and court costs, resulting from or arising out of Owner's installation, maintenance, or use of the qualified satellite receiver, to the extent that Owner's negligence in installation, maintenance, and/or use of the

qualified satellite receiver caused or resulted in the loss, claim, damage, injury, judgment or cost, including attorney's fees and court costs being indemnified.

7. Nothing in this policy is intended to unreasonably increase the Owner's cost of installing a satellite receiver, unreasonably delay the installation, or unreasonably decrease the reception of the signals received.
8. Nothing in this policy is to be interpreted as being in contravention of the Act regarding the installation, maintenance, and use of satellite dishes. Should any portion of this policy be interpreted as contravening the Act, that section or sections shall be considered immediately modified to conform to the Act. Should it be impossible to modify the section or sections, that section or sections shall be deemed severable from the remainder of the policy, and shall be of no force and effect whatsoever.

This policy is adopted by the Board of Directors of The Cape at Calavera Hills Homeowners Association at its meeting held on December 15, 2003 in Oceanside, California.

Secretary



The Terms and conditions outlined in the above policy are hereby accepted.

(Owner Signature)

(Printed Name)

(Property Address)