

San Elijo Hills Homeowners Association, Inc.  
Instructions for Submission of a Request for Architectural Improvement

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The HOA's goal in requiring you to submit this form is to help ensure that home improvement projects add value to the homes within our community while retaining the unique character of our residential neighborhood. Our Protective Covenants and Restrictions (PC&Rs) allow owners considerable flexibility in updating their homes with the latest designs and material technologies, while promoting a degree of consistency with the overall design context of our community.

The PC&Rs describe a two-step approval process, with a token preliminary approval followed by a comprehensive final approval. However, we have found that it is more effective to put most of the emphasis on the initial approval process, so that final approval is simply a confirmation that as-built matches plan. The PC&Rs allow us this flexibility, so we have prepared the following guidelines to help you provide enough information for us to be confident of a successful project. There are a few distinctly different types of projects that require submission of this form, and each is described below.

You are only required to notify your neighbors, not get their approval. Notifying them before you undertake a project helps prevent the anxiety that can arise when your neighbors see construction start and don't know where it's heading. A further important benefit of these notifications is that they encourage neighbors to meet who might not otherwise.

**1. Landscaping/Fencing/ Hardscapes**

This type of submittal will include landscaping, fences and walls, gates, hardscape and other permanent auxiliary structures such as patio covers, trellises, pools and spas, outdoor fireplaces, BBQs, and seating areas.

- Include a site plan showing proposed modifications to plantings, hardscape, water features, and permanent outdoor structures. Note plant descriptions, quantity, and size. Note the style, color, and height of fencing, walls, and outdoor structures. A sample site plan is available under the Documents tab on the HOA website.
- Provide specifications, photos, or website links for each proposed material used for fencing, walls, outdoor structures, and hardscape. For outdoor structures, show elevations with dimensions.

If the project includes only soft landscaping (no structures), then submission of this form is not required. However, it is still advisable to do so, because landscaping must present a pleasing appearance, and obtaining prior approval using this form provides you with the assurance that the HOA considers your landscape plan to be acceptable.

**2. Alterations, Remodels and Additions**

Include all structural alterations affecting the exterior of the residence, including roofing, trim finishes, windows, doors, and garage doors. This form is not required if replacing with the same material, style, size, orientation, and color.

- Include a schematic site plan to scale showing all structural modifications. If applicable, show the location of the top/toe of the slope and the distance of structural improvements from the top/toe of the slope.
- Include a schematic floor plan to scale showing all changes and improvements, highlighting alterations.
- Include schematic elevations to scale showing all changes and improvements, highlighting alterations.
- Include specifications for materials and products (i.e. windows and doors, stone veneer, siding) and provide photos or links to websites. Note any exterior color changes with specifications, samples, or photos.

**3. Painting**

Include all changes to the existing exterior paint colors on the house, uninhabited structures, or fencing. Indicate paint locations and provide color specifications or photos. This form is not required if repainting to match existing colors.

**4. Solar**

Include an overlay showing the number and location of solar panels on the roof, exterior conduit, and electrical boxes. Solar panels must be mounted parallel to and not more than 6 inches above the roof, and all readily visible rails and electrical conduit must be painted to match their surroundings.

San Elijo Hills HOA, Inc.  
Submit signed form to:  
info@SanElijoHills1.org

**REQUEST FOR ARCHITECTURAL IMPROVEMENT**

(Please print)

**Homeowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**DESCRIPTION OF PROPOSED IMPROVEMENT:** (Attach plans, drawings, paint chips, materials, photos)

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

**I hereby assume responsibility** for any work done under the above-proposed improvement that I or my contractor accomplish, which may in the future adversely affect other lots. I will also assume responsibility for all repair and maintenance of same.

**I understand and acknowledge** that approval by the HOA does not affect the homeowner's responsibility to comply with all City, County, and State requirements that may relate to this project, including requirements for obtaining permits prior to the start of work and for the inspection of completed work.

**I understand and acknowledge** that *additions or deviations* from the work described above and approved herein requires submission of a new Architectural Improvement Request. Work may not proceed until approval has been granted in writing.

**I understand and advocate that I have a duty to notify the neighbors most affected by this modification, to explain the proposed modifications, and to show them the plans or drawings.** Prior to making a decision, the Architectural and Planning Board may contact neighbors and may place this project on the agenda of the next regular meeting of the HOA Board to provide an additional opportunity for neighbors to be informed about the project.

**I confirm that I am a Member of the HOA in good standing:**

(no fees, dues, assessments, or penalties more than 30 days past due)

\_\_\_\_\_  
**Homeowner's Signature (Agent may not sign)**

**The following property owners have been notified. Type or print their name and address.** Tenants are not authorized to represent the owner. Neighbors do not need to approve, only to be notified about the project and shown the plans or drawings.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

**COMMITTEE NOTES (Requirements, waivers, suggestions):**

See attached letter

**ARCHITECTURAL AND PLANNING BOARD** (two signatures required):

\_\_\_\_\_ Date: \_\_\_\_\_  Approved  Rejected

\_\_\_\_\_ Date: \_\_\_\_\_  Approved  Rejected

## SPECIAL NOTE

**Before submitting an application, PLEASE read the HOA's PC&Rs and Policies that relate to your project.** The PC&Rs and HOA Policies are available on our website [www.SanElijoHills1.org](http://www.SanElijoHills1.org). Click on "Documents" at the top of the page and you will see "PC&Rs" and "Policy Manual". We recommend you select the HTML version of the PC&Rs for easier reading. If you do not have Internet access, please write the HOA at the address given at the bottom of this form and we will deliver the necessary documents to you.

- 1. Fencing:** Read PC&R Articles III(D), III(G3), IV(B4), and HOA Policy 3.3.
- 2. Roofing:** Read PC&R Article IV(C6) and HOA Policy 5.0
- 3. Painting:** Read PC&R Article IV(C2) and HOA Policy 3.0
- 4. Lots with a side-yard easement:** PC&R Article XIV and HOA Policy 4.0
- 5. Lots with slopes:** PC&R Articles III(E), III(G3), III(I), and HOA Policy 6.0.

**Additionally, please answer the following questions before submitting the application:**

Are plans, drawings, or photos attached to this application?		Yes	No
Does your lot have a side-yard easement with a neighbor?	Unsure	Yes	No
Will your project alter any sloped portion of your property?	Unsure	Yes	No
Will your changes adversely affect your neighbors' privacy?	Unsure	Yes	No
Will your changes impair the view for any neighbors?	Unsure	Yes	No

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Owner's Signature

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Date

Are you sure you are submitting to the correct HOA? This form is for San Elijo Hills #1, which is east of the SDG&E Transmission Lines in Solana Beach. This is NOT San Elijo Hills in San Marcos.

This form can be filled out electronically, then printed. After **signing both pages**, the form and attachments can be scanned and e-mailed to the Architectural and Planning Board at [info@SanElijoHills1.org](mailto:info@SanElijoHills1.org). If scanning is not available, the form and attachments may be mailed to the following address:

San Elijo Hills HOA  
P.O. Box 232  
Solana Beach, CA 92075