

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

This HOA is in Solana Beach. If you live in San Marcos, do not use this form!

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.

According to the PC&Rs, nothing may be erected, placed or planted exterior to any dwelling, nor may any excavation or demolition commence without the prior written approval of the Architectural Committee using this request form, with the following exceptions: (1) Maintaining the appearance of existing structures and landscaping, including like-with-like replacement and repainting in the same color scheme, (2) Painting any exterior surface white, beige, cream, taupe, light sage, light peach, pale yellow, wheat, light brown, or light gray, (3) Painting exterior trim, fascia, window casings, door, or fences patina green, forest green, evergreen, olive, medium brown, or dark brown, (4) Painting fences black, or (5) Painting the front door any color. For all other exterior modifications, you must submit this request form with a description of the **nature, size, height, color, and location** of all proposed improvements. Guidelines to help you provide an adequate description are given below for a few of the most common types of projects.

Our community voted in June 2023 that your most-affected neighbors must sign this form, either digitally or with ink. They are only confirming that they were notified – their approval is not required. Notifying them before you undertake a project helps prevent anxiety that can arise when they 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

- 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 an unambiguous description (specifications, photos, or website links) for each proposed material used for fencing, walls, outdoor structures, and hardscape. For outdoor structures, show elevations with dimensions.

2. Alterations, Remodels and Additions

- 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 an unambiguous description for materials and products (specification, photos, or website links). Note any exterior color changes with specifications (brand a color name), 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 or for colors on the pre-approved list given near the top of this page.

4. Solar

Include an overlay showing the number and location of solar panels on the roof. To the extent consistent with California Civil Code Section 714, 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.

REQUEST FOR ARCHITECTURAL IMPROVEMENT

(Please type or print)

Homeowner: _____ **Date:** _____

Address: _____ **Phone:** _____

E-mail: _____

DESCRIPTION OF PROPOSED IMPROVEMENT: (Attach plans, drawings, specifications, 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 accept that subsequent to approval of this request, any *additions or deviations* from the work described herein that could conflict with the HOA's governing documents requires submission of a new Request for Architectural Improvement form.

I attest that I have informed the neighbors listed below about this project by explaining the proposed modifications and showing them the plans or drawings. I accept that the HOA may contact neighbors and may place this project on the agenda of a regular meeting of the HOA board to provide an opportunity for neighbors to voice their opinion about the project.

I further 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 most-affected property owners have been notified. Their signature confirms that they have been shown the plans – **it does not mean they approve.** Tenants may not represent the owner. Provide an explanation if anyone's signature is unavailable.

Insert number of plan pages seen (not this form):

Signature: _____ Address: _____

Signature: _____ Address: _____

Signature: _____ Address: _____

COMMITTEE NOTES (Requirements, waivers, suggestions):

See attached letter

ARCHITECTURAL COMMITTEE

(two signatures required)

Date: _____

Approved

Rejected