

Request for Architectural Committee Review

This form must be filled out completely and submitted to vp4super@gmail.com. The form will be distributed via email to all HOA voting members and will be returned to the homeowner with signatures and statement of approval/disapproval.

If Email is not available, the homeowner can send a self addressed stamped envelope to Village Park Rec Club #4 2083 Park Dale Lane Encinitas, CA 92024. Choosing this method will delay your response by several days or weeks.

Form Submit Date _____ Project Completion Date _____

Owners Full Name: _____ Phone _____

Lot#: _____ Property Address: _____

Owner mailing address if different from property address: _____

I/We hereby request Pre-Approval of the following Changes/Improvements* at the above address (use second sheet if needed):

Subject Property Owner Signatures:

X _____ Date: _____

X _____ Date: _____

**Working plans of all approved changes should accompany this request. If paint color change is requested, attach color samples and indicate the use of each color, i.e.; trim, garage, door, fence, etc. Provide attachments as necessary to describe changes fully.*

Have the property owners to the right, left, rear, and across the street from you, sign below to indicate they have no objections to the proposed changes, include their address. When an attachment is used to describe the changes and/improvements, each of the supporting documents must be clearly initialed by the owners signing below.

Across Owner:

Address: _____ name: _____

Signature: _____ Date: _____

Left Owner:

Address: _____ name: _____

Signature: _____ Date: _____

Right Owner:

Address: _____ Printed name: _____

Signature: _____ Date: _____

Rear Owner:

Address: _____ Printed name: _____

Signature: _____ Date: _____

IMPORTANT! CHANGES ON YOUR PROPERTY MAY HAVE TO BE REVERSED IF NOT APPROVED. Seek architectural approval BEFORE starting work on your property involving color, roofing, additions, alterations or modifications to structures or property improvements, landscaping, fences, walls, etc. Original drainage patterns must not be disturbed, or an alternate pattern must be approved by the Board of Directors and Architectural Committee.

Don't forget to check with the City of Encinitas regarding building permits, etc.

Any modifications to these plans as approved by the Board of Directors and/or Architectural Committee must be submitted to the Board of Directors for further approval. Homeowner has SIX (6) months to complete any work. Variances in timing must be approved by the HOA board.

***** Below for Architectural Committee and/or Board of Director use only *****

Date received: _____

Received by: _____

Check one: ☐ Approved

☐ Not Approved

Remarks:

Requires 3 VPRC#4 Signatures for approval:

Board Member #1

Date:

Board Member #2

Date:

Architectural Committee Member or Board Member #3

Date:

Date of Final Action by Committee or Board: _____