

FIRST LA COSTA OWNERS ASSOCIATION ARCHITECTURAL IMPROVEMENT REQUEST FORM

Our CC&Rs require approval of exterior improvements or alterations before any work begins.

To facilitate the expedient processing of our Architectural Improvement form and Maintenance Agreement, please ensure you have included the following **required** information.

1. Complete the First La Costa Owners Association Improvement Request form (Rev. A) and, as required, the HOA Maintenance Agreement.
2. Include (2) sets of drawings with detailed dimensions showing all particulars of the proposed improvement; i.e. fences, gates, patio covers, skylights, etc. This will show type of materials used, e.g. wood, brick, stucco, concrete, etc. and the color of materials used relative to the existing structures, any paint color must conform to those currently authorized, descriptive product brochures may be included. Any relationship to existing structures must be noted with the dimensions. The forms shall be accompanied by the necessary California building and/or electrical permits to ensure that the prevailing building codes are followed.
3. If making any exterior modifications to the unit the owner must relocate and make accessible any internal and external telephone, cable television and internet access wiring designed to serve a single Unit, but located outside the boundaries of the Unit, is allocated exclusively to that Unit. The Owner of the Unit shall be responsible to pay for the relocation of the utilities as owners are entitled to reasonable access to the Common Area for the purpose of maintaining this wiring, subject to the consent of the Association and to any other conditions reasonably imposed by the Association. The Association's consent shall not be unreasonably withheld.
4. Initiation and completion date of all improvements.
5. Should the proposed improvements affect the integrity of the existing structure or utility access to be modified, the homeowner must complete a Maintenance Agreement, have it notarized using the California All-Purpose Acknowledgment form and include a check for ten dollars (\$10.00) made out to the "County Recorder."
6. Plans for improvement of yards or additions or alterations must be submitted to Curtis Management, Inc. on this form at least thirty (30) working days prior to anticipated start of construction. First La Costa Owners Association will keep a copy of your application and forward the original to the Architectural Committee. Your application should be mailed to: Mills Management Services, 1645 South Rancho Santa Fe Rd, Ste. 208, Carlsbad, CA 92078. Attn: First La Costa Owners Association.
7. After action has been taken by the First La Costa Owners Architectural Review Committee, and approved by the Board of Directors, you are responsible for ensuring that your application is complied with as approved.

Your signature on this application acknowledges that you have read this approval form in its entirety and agree to abide by them, in addition to the regulations provided within the First La Costa Owners Association CC&Rs.

8. Anticipated Start Date: _____

Anticipated Completion Date: _____

Homeowner Name: _____ Date: _____

Address: _____ Phone: _____

Written Description of Proposed Improvements: _____

I agree to complete all improvements in accordance with the First La Costa Owners Association CC&Rs requirements and Conditions of the Approval:

Homeowner's Signature Date: _____

CONDITIONS OF APPROVAL

1. Should proposed improvements affect the integrity of the existing structure, homeowner must complete the attached Maintenance Agreement prior to submitting for architectural approval. Said Maintenance Agreement shall release the Association from any obligation to maintain or repair said improvements and shall hold the Association harmless from all liability arising out of the construction and existence of said improvements.

FIRST LA COSTA OWNERS ARCHITECTURAL REVIEW COMMITTEE

APPROVED: _____ DISAPPROVED: _____

Additional Conditions of Approval or Reasons for Disapproval:

Committee Member Signature

Date

Board Member Signature

Date

Property Owner's Address: _____

THE UNDERSIGNED IS THE OWNER(S) OF RECORD

DATED: _____

Owner(s) Signature

Owner(s) Signature