

MONTELOMA HOMEOWNERS ASSOCIATION
ARCHITECTURAL APPLICATION

Complete this application form and send it with your submittal materials to:

Monteloma Homeowner's Association
C/o Walters Management
9665 Chesapeake Drive, Suite 300
San Diego, CA 92123
(858) 495-0900 Fax (858) 495-0909

SECTION 1: General Information

Date: _____

Name of Property Owner: _____

Property Address: _____ Tract/Lot #: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Daytime Phone: _____ Evening: _____

Architect/Owner's Representative (if applicable): _____

Address: _____ City/State/Zip: _____

Contact Person: _____ Daytime Phone: _____

Please provide a brief description of proposed improvement(s) on this request with detailed plans and specifications showing all the following, in accordance with pages 6-9 of the Architectural Guidelines:

SECTION 2: Scope of Work (Indicate and give a brief description)

- ☐ Landscape: _____
- ☐ Hardscape: _____
- ☐ Patio Cover: _____
- ☐ Walls and/or Fences: _____
- ☐ Pool/Spa: _____
- ☐ Room Addition: _____
- ☐ Other: _____

SECTION 3: Submittal Materials (3 copies required of each)

- ☐ Site Plan (including location of residence on lot, dimensions from lot lines, and dimensions of proposed improvement — see sample "A")
- ☐ Construction Drawings/Plans and Specifications (including elevations-see sample
- ☐ List of Construction Materials
- ☐ Colors and Finishes
- ☐ List of Plants and Height of Trees at Maturity
- ☐ Grading and Drainage Plan (if applicable)

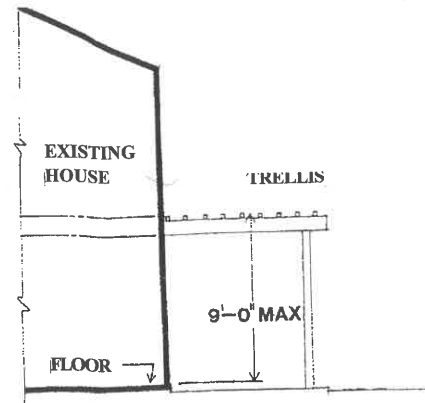
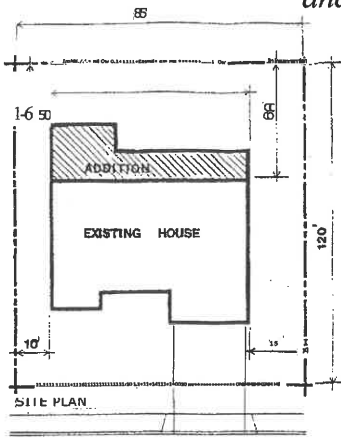
In addition to the information requested herein, the Architectural Review Committee may request additional or more detailed information or plans as it deems necessary to assist it in making its decision.

Examples:

Site Plan "A"

Side View Elevation "B" *Label structures and areas*

*and include all measurements **



*measurements should be reflected for all elevations

To receive Architectural Review Committee (ARC) approval, your improvement must not be detrimental to the appearance of the Development as a whole, must comply with all architectural standards, must not detract from the beauty, wholesomeness and attractiveness of the Development or member's enjoyment thereof, and must not violate use or height restrictions. Further, the appearance of your improvement must be in harmony with the surrounding structures and the upkeep and maintenance of the improvement must not create a burden on the Association.

Upon submission of a completed Architectural Application (or all additional information as required by the ARC whichever occurs latest), you will be notified of approval or disapproval within forty-five (45) days thereafter.

SECTION 2: Neighbor Notification Section The intent is to *advise* your neighbors who own property adjacent, facing, or impacted by your proposed improvements to your lot (property) line. Neighbors are to sign this form and INITIAL PLANS. Their comments may be written on the back of this form. Neighbor approval/ disapproval shall be advisory only and shall not be binding in any way on the ARC's decision.

ADJACENT NEIGHBOR: Address _____ Lot _____

Name _____ Signature _____ Phone _____

ADJACENT NEIGHBOR: Address _____ Lot _____

Name _____ Signature _____ Phone _____

REAR NEIGHBOR (if applicable): Address _____ Lot _____

Name _____ Signature _____ Phone _____

FACING NEIGHBOR (if applicable): Address _____ Lot _____

Name _____ Signature _____ Phone _____

SECTION 3: GENERAL GUIDELINES CHECKLIST

1. Patio covers may not exceed nine feet (9') in height and must be painted/stained to match house.
2. Do not design landscaping improvements which result in backfilling of soil against fences or neighbor's house. Drainage must not be changed.

SECTION 4: ARCHITECTURAL APPROVAL REQUEST DISCLAIMER

I UNDERSTAND AND AGREE THAT:

1. No architectural or landscape improvements shall commence until approved in writing by the ARC. Failure to obtain the prior written approval of the ARC may result in removal or modification of the unapproved improvement or change. Please see Art. III, Section 3.02 of the CC&Rs for additional conditions.
2. Monteloma architectural approval does not constitute waiver of any requirements of applicable governmental agencies.
3. Monteloma HOA or the ARC assumes no responsibility or acceptance of any technical or engineering specifications. The function of the ARC is to review submittals as to aesthetics only. All other matters are responsibility of the owner.
4. An oversight of a CC&R or a Committee policy does not constitute a waiver of that rule and therefore must be corrected upon notice.
5. Access for equipment used in construction must be through own property only. Access over Common Areas will not be permitted.
6. Local ordinances require homeowners to maintain correct grades of lots so that water drainage does not flow onto adjoining properties, open space or common areas or prevent off-flow from same. Approval of plan does not constitute authorization to change drainage as installed by the developer.
7. Streets may not be obstructed with objects that are hazardous to pedestrians. Items and building materials being used may not be stored in the streets, on the sidewalks, or on Common Area.
8. Building permits may be required for certain improvements. Homeowners are responsible for obtaining and complying with such permits and setback requirements.
9. By approving such plans, neither the Association nor its ARC or Board of Directors assume any responsibility or liability for any defect in construction of approved plans.
10. Tradesmen's, contractors', and installers' signs of any type, including signs identifying the residence as the site of their activities or operations, may not be displayed.
11. All improvements approved by the ARC must be completed within **one hundred twenty (120)** days after approval. Failure to complete the work within the prescribed period will cause the approval to be rescinded and resubmission will be required. Extenuating circumstances should be brought to the attention of the ARC.
Operation times:

	Weekdays	7:00 AM — 5:00 PM
	Weekends	9:00 AM — 4:00 PM
12. Promptly upon completion of improvements (within 30 days), a Notice of Completion to the ARC will be submitted. The ARC will then make its inspection to verify compliance with approved plans and specifications.
13. The "Conditions of Approval" section of the Association's Architectural Standards shall apply to any approval.

I have read this Architectural Application, the Monteloma Homeowner's Association CC&Rs, and the Architectural Guidelines, which are incorporated herein by this reference, and I understand and agree to the terms and conditions of the ARC's review of my request, plans and specifications, as stated therein. I further understand that my proposed improvement(s) will not encroach on Common Area or on any area over which the Monteloma HOA or another member holds an interest. My proposed improvement(s) will not result in any cost whatsoever to the Monteloma HOA, and will be solely maintained by myself, my heirs or assigns.

Proposed Starting Date: _____ Proposed Completion Date: _____

Signature: _____
(If signed by representative, Owner's authorization must be attached)