

**CAPE LA JOLLA GARDENS HOMEOWNERS ASSOCIATION  
ARCHITECTURAL REQUESTS FORM**

Please complete and forward three (3) copies of this request form, along with items 1-6 listed below to:

**ARCHITECTURAL REVIEW COMMITTEE, CLJGHOA**

**C/O MENAS REALTY COMPANY, 4990 MISSION BLVD., SAN DIEGO CA 92109**

**Name:**

**Date:**

**Address:**

**Home Phone:**

**Work Phone:**

**Proposed Start Date:**

**Estimated Completion Date:**

Installation to be at no cost to the Association. Please note that as a condition of approval, the Association may require that the present and successor record owner(s) of the property be liable for any future maintenance or damage caused or occasioned as a result of this approval.

**Homeowner's Signature:**

**PLEASE INCLUDE THE FOLLOWING WITH YOUR REQUEST:**

1. Description of improvement/landscaping.
2. Location of improvement to unit and the dimensions.
3. Complete dimension of improvement proposed.
4. Measurements of improvements in relationship to unit and neighboring unit(s) line.
5. Description of materials and color scheme.
6. Three (3) sets of plans, drawings and specifications.

**Date:**

**Approved**

**Please Resubmit**

**Disapproved**

**Architectural Committee:**

**Architectural Committee:**

**Approvals do not take precedence over the requirements and regulations of the City or the County of San Diego, or the State of California, and is not acceptance of any installation details nor is it acceptance by the Association as an item of future maintenance.**

# CAPE LA JOLLA GARDENS HOMEOWNERS ASSOCIATION FACING AND ADJACENT NEIGHBOR STATEMENT

The attached plans were made available to the following neighbors for review:

	Name	Building #	Unit #	Signature
Facing Neighbor:				
Facing Neighbor:				
Adjacent Neighbor:				
Adjacent Neighbor:				

The neighbors have seen the plans I am submitting for Architectural Committee Approval (see above verification). I understand neighbor objections do not in themselves cause denial; however, the Architectural Committee will contact the neighbors to determine their objections and their appropriateness, if necessary.

**Statement of Concerns:**

**Submitted By (signature):**

**Name:**

**Date:**

**Address:**

**Home Phone:**

**Work Phone:**

Please note that the legal titleholder must review the submitted documents.

**CAPE LA JOLLA GARDENS HOMEOWNERS ASSOCIATION**  
**CONDITIONS OF APPROVAL AND DISCLAIMER**

1. Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the Owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification (s) additions(s), or improvements.
2. During the approval process, the Association may require that its architect, landscape consultant, attorney, contractor, etc. review the proposed plans. SUCH REVIEW(S) ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTNESS OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC. STANDPOINT.
3. The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association-owned and/or Association-maintained property.
4. The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association prior to the actual implementation of the proposed plans.

**PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION DOES NOT CHANGE OR ABROGATE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENTAL REGULATIONS.**

**Name:**

**Date:**

**Address:**

**Home Phone:**

**Work Phone:**

**Signature of Acceptance:**

**CAPE LA JOLLA GARDENS HOMEOWNERS ASSOCIATION  
NOTICE OF COMPLETION OF IMPROVEMENTS**

Notice is hereby given that the undersigned is the owner of the property indicated below:

Name:

Unit Address:

Home Phone:

Work Phone:

The Work of Improvements on the described property was **COMPLETED** on (Date):

The homeowner certifies that the work was completed in accordance with the Architectural Committee written approval through the above owners plans and submittal package.

Homeowner's Signature:

Date:

Following Architectural Committee approval, completion of this form will activate a site inspection, by the Architectural Committee and final sign off by the committee that the work has been completed.

**Please mail this document to the following:**

**CAPE LA JOLLA GARDENS HOMEOWNERS ASSOCIATION**

**C/O MENAS REALTY COMPANY**

**4990 MISSION BLVD.**

**SAN DIEGO, CA 92109**