

ARCHITECTURAL COMMITTEE
 16955 Bernardo Oaks Drive
 San Diego, CA 92128-2166
 (858) 729-1232

FILE# _____
 Date Received _____
 Membership # _____
 Sub-division _____

APPLICATION FOR ARCHITECTURAL COMMITTEE APPROVAL OF EXTERIOR IMPROVEMENTS

**INCOMPLETE APPLICATIONS AND APPLICATIONS WITHOUT
 NEIGHBORS' SIGNATURES WILL BE RETURNED**

**APPLICANTS ARE REMINDED THAT NO IMPROVEMENTS MAY
 PROCEED WITHOUT PRIOR APPROVAL BY THE COMMITTEE**

Applicant's Name _____

Owner's Address _____

Owner's Phone: Residence _____ Business _____

Address of Project _____

E-mail address: _____ (Preferred method of communication)

1. Approval of following project(s) is/are requested: (Use reverse side if necessary)

<p>Will there be a Storage Unit/ Dumpster on site? Please circle one YES NO</p>	<p>If YES; how long _____ DAYS</p>
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PROPOSED START DATE: _____

PROPOSED COMPLETION DATE: _____

Homeowner's
 Signature(s) _____ Date _____

2. NEIGHBORS' ADVISORY/REVIEW: Improvements should be submitted to all neighbors affected by the change for their review. Their agreement or disagreement is not binding on the Architectural Committee. If more than 5 neighbors are involved, use the reverse side of this form. Applications without neighbors' signatures may be returned

NAME (PRINT)	ADDRESS	TEL NO.	AGREE	SIGNATURE
			YES / NO	
			YES / NO	
			YES / NO	
			YES / NO	
			YES / NO	
			YES / NO	

6. COMMITTEE PROCEDURES: The Architectural Committee meets every Saturday at 8:00 a.m. It inspects current Application sites as needed, the following Saturday. Decisions will be communicated by mail and posted at the Club.

- An agenda for the meeting will be posted on the Swim and Tennis Notice Board each Friday morning prior to the Saturday morning meeting. The agenda will list the address for each new Application for Approval of Exterior Improvements and a brief description of the improvement sought e.g. fence to rear of property, paint exterior etc. Addresses for Reports of Possible Violations and the violation will not be itemized on the agenda.

- For consideration at a Saturday morning meeting, Applications for Approval of Exterior Improvements and Reports of Possible Violations of CC&R's must be received at the Swim and Tennis Club by the previous Thursday Noon.

- Applications must be complete and include the signatures of affected neighbors. Incomplete Applications may not be considered and may be returned to the applicant for completion and resubmission for consideration.

- Visits to properties, as needed for a Committee decision, will be scheduled for the Saturday a week after the original Committee review of the Application or Report of Possible Violation.

- Decisions on Applications for Approval of Improvements will generally be made by the Committee at the Saturday meeting where the Application is considered, when no site visit is deemed necessary, or on the Saturday of the visit to the property. These decisions will be posted on the Swim & Tennis Notice Board the following Tuesday. The applicant will be notified of the decision by mail.

- The start date for the time allowed for an appeal process, as defined in the CC&R's, will be the day following the posting of the decision

- Actions on Possible Violations will generally be made by the Committee on the Saturday of the visit to the property. These will not be posted on the Notice Board but will be communicated to both the owner of the property in question and the complainant.

- Minutes of Architectural Committee meetings will be prepared and on file.