

Del Mar Highlands Neighborhood Homeowners' Association

GUIDELINES FOR SUBMITTAL OF ARCHITECTURAL PLANS

The Architectural Control Committee (ACC) strives to preserve the highest standard and quality of life for each owner within Del Mar Highlands Neighborhood Homeowners' Association (DMHNHOA). Architectural approval must be given for structural and/or landscape changes prior to the start of any work. Some examples of items (but not limited to) that generally need Architectural Approval are: solar panel installation, driveway replacement, room additions, change of paint color and change of landscaping. For example; lawns, trees, shrubs, plants, ground cover, fencing, overhead trellis, patio, pool and/or Jacuzzi/spa.

To hasten the approval process, please follow these guidelines:

1. Please complete the Application for Architectural Improvements.
2. Include plans to scale that show:
 - Location of improvement to home and property lines – site plan w/dimensions
 - Complete dimensions of changes proposed – include exterior elevations w/dimensions
 - Description of materials and color scheme
 - Clearly marked plant types, sizes, and quantities (please be courteous of others when considering the use of any plants or trees that may litter into other yards or the common area)

(Note: Specific details for your submittal are available on the Del Mar Highlands Neighborhood HOA (www.Delmarhighlandshoa.com) website under Architectural Guidelines)

3. Please submit the following:
 - Application for Architectural Improvements
 - Neighbor Awareness Form (Exhibit A) – All neighboring owners must be notified even if not directly affected by improvement
 - 2 sets of plans and/or drawings of proposed improvements. (Size of plans based on proposed improvement, see Application for Architectural Improvements)
 - 2 sets of paint chips if requesting a change to existing exterior color
 - Current color photograph of your home and the area to be improved
 - Submittal fee, in the form of a check payable to Del Mar Highlands Neighborhood HOA (see Application for Architectural Improvement for submittal fee amount)

4. Please submit the completed application, plans, and any other additional information to Management:

Del Mar Highlands Neighborhood Homeowners' Association
c/o FirstService Residential
5651 Palmer Way, Suite A
Carlsbad, CA 92010

We will confirm receipt of your plans. The plans will be sent to review and you will receive a written notice of the decision. Please note, it may take up to 30 days for the Architectural Committee review process. We therefore encourage applicant to begin this process well before the work is scheduled.

Sincerely,

Del Mar Highlands Neighborhood Homeowners' Association
Architectural Control Committee

APPLICATION FOR ARCHITECTURAL IMPROVEMENTS

(Please Print Clearly) Date _____

Owner _____

Property Address _____ Lot # _____

Daytime Phone Number _____ Evening Phone Number _____

PROPOSED IMPROVEMENT(S): (Please check all that apply) Email Address _____

<p>Exterior Improvement (Simple):</p> <p><input type="checkbox"/> Driveway Replacement</p> <p><input type="checkbox"/> Exterior Paint (Change Body/Trim Color of Home)</p> <p><input type="checkbox"/> Garage Doors (Change Color)</p> <p><input type="checkbox"/> Lawn Replacement w/Artificial Turf</p> <p><input type="checkbox"/> Roof Mount Solar</p> <p>\$50.00 Submittal Fee Note: Paint chips (2 sets) must be mailed or hand carried. Paint chips transmitted via email will not be accepted. Minimum plan size, 8 1/2" x 11", may be submitted electronically via email.</p>
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<p>Exterior Improvement (Complex):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Built-In BBQ/Outdoor Kitchen</td> <td><input type="checkbox"/> Pool and/or Jacuzzi/Spa</td> </tr> <tr> <td><input type="checkbox"/> Hardscape Improvements</td> <td><input type="checkbox"/> Retaining Walls</td> </tr> <tr> <td><input type="checkbox"/> Landscape Improvements</td> <td><input type="checkbox"/> Room Addition</td> </tr> <tr> <td><input type="checkbox"/> Patio Cover(s)</td> <td><input type="checkbox"/> Other: (See Note Below)</td> </tr> </table> <p>\$250.00 Submittal Fee payable to DMHNHOA Minimum plan size, 11" x 17" (2 sets). Must submit to FirstService Residential by U.S.P.S., Fed Ex or hand carried. Emailed plans will not be accepted.</p> <p>Note: Any Exterior property modification(s) that require a City permit.</p>	<input type="checkbox"/> Built-In BBQ/Outdoor Kitchen	<input type="checkbox"/> Pool and/or Jacuzzi/Spa	<input type="checkbox"/> Hardscape Improvements	<input type="checkbox"/> Retaining Walls	<input type="checkbox"/> Landscape Improvements	<input type="checkbox"/> Room Addition	<input type="checkbox"/> Patio Cover(s)	<input type="checkbox"/> Other: (See Note Below)
<input type="checkbox"/> Built-In BBQ/Outdoor Kitchen	<input type="checkbox"/> Pool and/or Jacuzzi/Spa							
<input type="checkbox"/> Hardscape Improvements	<input type="checkbox"/> Retaining Walls							
<input type="checkbox"/> Landscape Improvements	<input type="checkbox"/> Room Addition							
<input type="checkbox"/> Patio Cover(s)	<input type="checkbox"/> Other: (See Note Below)							

I understand that Conditions, Covenants and Restrictions (CC&R's) as well as Architectural Guidelines govern any improvements to my property and my proposed improvements comply with both the CC&R's and Architectural Guidelines.

I understand that my proposed improvements may require a permit from the City/County Building Department or other government agencies and I will obtain all required permits before commencing any work. I agree I will do no work that will change the existing drainage patterns. I am aware that any changes may result in substantial damage to adjacent properties.

I will assume the responsibility for any work under the above-proposed improvements that I or my contractor complete which may, in the future, adversely affect adjacent properties. I will assume responsibility for all future maintenance of this addition or improvement.

I understand that the Architectural Control Committee (ACC) has thirty (30) days in which to review my application, from the date the complete submittal is received in the offices of FirstService Residential. I further understand that I cannot begin any architectural improvements without the prior written approval from the ACC, and may be required to remove such improvements at my own expense.

I understand that if I choose to have my contractor(s) communicate with the Management Company regarding my application I will be required to complete the **Authorization to Communicate with Third Party regarding Architectural Application.**

I understand that the submittal fee will be deposited and held until a Notice of Completion and photographs of the completed improvements are received and approved by the ACC. Upon approval of the Notice of Completion the deposit will be refunded to me less any processing and/or review costs incurred by the association for the review of this project.

Proposed Start Date

Estimated Completion Date

Owner's Signature

Owner's Signature

For Office Use Only	Date Received _____	Submitted to ACC on _____
Approved _____	Denied _____	Conditional Approval _____
Decision Letter sent on _____		
Comments: _____		

Exhibit A

**Del Mar Highlands Neighborhood Homeowners' Association
NEIGHBOR AWARENESS (NOTIFICATION) FORM**

Owner _____

Property Address _____ Lot # _____

Proposed Improvements _____

The proposed improvements have been reviewed by adjacent and/or facing neighbors. This form is only to verify your notification and does not indicate your approval of the project. If you have any concerns or objections to the project, please contact Management in writing.

For more information please refer to the Architectural Guidelines – ARTICLE FIVE – NEIGHBOR NOTIFICATION.

Note: Rear neighbors may be notified by the Architectural Control Committee if the Committee deems improvements would potentially impact such neighbor(s).

Back Yard – Rear of Home

Adjacent Neighbor	
Name	_____
Address	_____
Daytime Phone Number	_____
Signature	Date



Adjacent Neighbor	
Name	_____
Address	_____
Daytime Phone Number	_____
Signature	Date

Your Street – Front of Home

Facing Neighbor	
Name	_____
Address	_____
Daytime Phone Number	_____
Signature	Date

Facing Neighbor	
Name	_____
Address	_____
Daytime Phone Number	_____
Signature	Date

Facing Neighbor	
Name	_____
Address	_____
Daytime Phone Number	_____
Signature	Date