

**WEST HIGHLANDS PACIFIC HOMEOWNERS ASSOCIATION
ARCHITECTURAL AND LANDSCAPING IMPROVEMENT REQUEST**

Please complete and include EXHIBIT C; EXHIBIT D; EXHIBIT E & EXHIBIT F, along with a set of your proposed improvement plans to: West Highlands Pacific Homeowners Association - Architectural Control Committee c/o Avalon Management, 5950 Blazing Star, San Diego, CA 92130

HOMEOWNER NAME: _____

ADDRESS: _____

WORK OR CELL PHONE: _____ EVENING PHONE: _____

LOT NO: _____ DATE: _____

PROPOSED START DATE: _____

ANTICIPATED COMPLETION DATE: _____

NAME OF CONTRACTOR: _____

CONTRACTOR'S LICENSE NUMBER: _____

HOMEOWNER'S SIGNATURE: _____

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST:

1. Description of Improvement/Landscaping.
2. Location of Improvement to unit and dimensions.
3. Complete dimensions of proposed Improvement.
4. Measurements of Improvement in relationship to unit and neighboring unit(s).
5. Description of materials and color schemes.
6. Set of plans with signatures from adjacent and facing neighbors.
7. Signed copy of Condition for Approval and Disclaimer attachment.
8. All submittal packages must include a check made payable to West Highlands Pacific Homeowner's Association for a plan review fee in the amount of \$100.00.

Architectural Control Committee: _____ Date: _____

APPROVED

APPROVED with the following conditions

DISAPPROVED, please resubmit with additional information noted or elimination of item(s) noted.

CONDITIONS OF APPROVAL AND DISCLAIMER

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), addition(s), or improvement(s).

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.

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 land and/or Association maintained property.

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.

Dated: _____ Accepted by: _____

Applicants Signature: _____

Applicant's Name: _____

FACING AND ADJACENT NEIGHBOR STATEMENT

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE: _____

This is intended to advise your neighbors who own property adjacent to your lot/property line of the improvements you plan to make. This includes side, rear and the possibility of front, or across the street neighbors. Have each of your neighbors sign this form in the corresponding spaces, in accordance with the diagram below.

NOTE: Neighbors A & B must sign all applications. If the improvement is in your back yard, neighbors C, D and E must also sign. If the improvement is in the front yard, neighbors F, G and H must also sign. If no neighbors exist, or there is a vacant lot, please specify: "NO NEIGHBORS", "VACANT LOT" OR "NOT APPLICABLE (N/A)". FAILURE TO HAVE THIS SECTION COMPLETED WILL DELAY YOUR APPLICATION.

C	D	E
A	YOUR HOME	B
	YOUR HOME	
F	G	H

NEIGHBOR	PRINT NAME AND ADDRESS	COMMENTS (ATTACH ADDITIONAL COMMENTS TO THE FORM)	ACKNOWLEDGING SIGNATURE	LOT #
A				
B				
C				
D				
E				
F				
G				
H				

You must sign and submit this form with your landscape plans and application

PROPER PERMITS MUST BE OBTAINED PRIOR TO ANY WORK COMMENCING INCLUDING FIRE DEPARTMENT, IF APPLICABLE.

- **TREES AND LAWNS MUST MAINTAIN A MINIMUM SETBACK OF THREE FEET (3') FROM PERIMETER WALLS**
- **ALL CONCRETE MUST BE OF EARTH TONE OR NATURAL COLOR NO VIVID COLORS PERMITTED.**
- **DO NOT USE DECORATIVE ROCK THAT CONTAINS HIGH CONCENTRATIONS OF MINERAL SALTS DUE TO THE CORROSIVE NATURE OF SUCH SALTS.**
- **MAINTAIN PROPER DRAINAGE OF LOT AS INSTALLED BY THE DEVELOPER.**
- **DO NOT RAISE GRADE AGAINST WALLS OR HOUSE FOR ANY REASON.**
- **DO NOT CAUSE WATER TO FLOW AGAINST HOME OR OVER ADJACENT LOTS.**

1. Review entire set of Covenants Conditions and Restrictions (CC&Rs) to be in full compliance.
2. Do not obstruct or impair proper drainage. Your property grade was designed by a state licensed civil engineer to direct water away from the structure and adjoining properties towards the street gutter water collection system. Failure to maintain proper drainage may cause, but is not limited to: damage to non-moisture resistant improvements, heaving of foundation soils, uplift of perimeter footings, deformation of the framing and damage to adjacent properties.
3. Curb coring for individual lot underground "yard drains" is expressly prohibited unless a brooks box or other approved drainage filtration system is installed.
4. Do not divert water onto neighboring lots.
5. Do not allow water to pool or to come into contact with house foundation/slab.
6. Patio overheads should be stained to match existing house trim color.
7. Observe side yard set back requirements for any overheads.
8. Any rework of the grade adjacent to the existing fence should be done very carefully to eliminate any kind of drainage problem to the adjacent neighbors. The grade cannot be raised against the fence for any reason.
9. Wrought iron, slump stone and wood fencing may not be modified without prior written approval.

Approval of your landscape improvement plans is limited to a determination as to quality of materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevations of the structure to be built on your property. You must comply with all provisions of the CC&Rs recorded against your property especially as to any height restrictions or restriction as to number of stories. Your improvement must comply with all city and county building ordinances. The improvement may require a building permit that you would be responsible to obtain. It is not the duty or responsibility of the architectural committee to check compliance with any of the covenants, conditions and restrictions or building ordinances. If for any reason the plans do not conform to those covenants, conditions and restrictions, building ordinances, or proper building practices and designs the responsibility is solely that of the owner and is subject to the approval and enforcement rights set forth in the CC&Rs. In approving your submission the association neither assumes responsibility or liability for your compliance, nor waives it's rights to hereafter enforce your compliance.

By signing below you acknowledge that:

- I. The drainage on your property at this date is designed installed and functioning properly.**
- II. You indemnify the Association, Developer and all third parties from any damage resulting from your proposed improvement.**
- III. Your proposed improvement may impair remaining developer warranties, if any.**

Homeowner Signature _____

Date _____

Property Address _____