

Encinitas Village Homeowners Association

C/o: CURTIS MANAGEMENT COMPANY, INC.

858.587.9844 | 858.587.9972

5050 Avenida Encinas, Suite 160

Carlsbad, California 92008

ENCINITAS VILLAGE HOMEOWNERS ASSOCIATION ARCHITECTURAL GUIDELINES

The Association shall provide all maintenance in the common area. In addition, the Association shall provide exterior maintenance to each unit, except for glass surfaces and patio areas, which shall be maintained by each owner in a manner acceptable to the Board of Directors.

No changes or additions to the exterior of the units (including buildings of patio covers, exterior painting, or installation of screen doors or antennas, etc.) may be made unless accepted by the Board of Directors. Plans and specifications must be submitted in writing on forms obtainable from the property management.

Any change to the exterior portion of the building shall be consistent with the architectural design or the building and complex maintain the structural integrity and shall not detract from the overall design.

Improvements are permitted within the semi-private area of each unit provided it does not interfere with drainage, does not detract from overall design or effect the structural integrity of the unit.

SUBMITTAL REQUIREMENTS

In addition to the Architectural Request Form, the following is required for any exterior modification of a structure:

- Site Plan
- Elevation
- All drawings must be drawn to scale and specify the color, size, etc. of all the materials proposed. Identify the structural design and connection to the building.
- Plans are submitted to the Board of Directors for approval.

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EXHIBIT A ARCHITECTURAL APPLICATION

Complete this form and return to: Curtis Management Company
5050 Avenida Encinas, Suite 160, Carlsbad, CA 92008

Section 1: General Information

Date: _____

Name of property Owner:

Property address:

Mailing address:

Daytime phone number: _____ Cell phone number: _____

Section 2: Scope of Work (give a brief description)

Section 3: Submittal Materials

- Site plan (including location of residence on lot, dimensions from lot lines, and dimensions of proposed improvement).
- Construction drawings/plan and specifications (including elevations).
- List of construction materials.
- Colors and finishes.
- List of plants and height of trees at maturity.
- Grading and drainage plan (if applicable).

Section 4: I understand and agree that:

No exterior improvements will commence until approved in writing by the Architectural Review Committee. The homeowner is responsible for obtaining a building permit and must supply a copy to the Architectural Review Committee prior to commencement of any work.

Proposed Starting Date: _____

Proposed Completion Date:

Homeowner Signature:

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Section 5: Neighbor Notification Section

The attached plans are to be made available to the following neighbors for review. The intent is to advise neighbors who own property adjacent to, facing and/or impacted by the proposed improvement(s) to your lot. Neighbors are to sign this form and initial plans. Comments may be written on this form or neighbors can address their concerns to the Architectural Review Committee within three (3) days of signing form. Neighbor awareness is advisory only and will not bind the ARC Committee's decision.

Adjacent Neighbor (left side):

Name: _____ Address: _____

Signature: _____ Address: _____

Adjacent Neighbor (right side):

Name: _____ Address: _____

Signature: _____ Address: _____

Facing Neighbor (front):

Name: _____ Address: _____

Signature: _____ Address: _____

Rear Neighbor:

Name: _____ Address: _____

Signature: _____ Address: _____

After receipt of your plans, the Architectural Review Committee will notify you if additional neighbor signatures are required.

Section 6: Architectural Review Committee:

- Approved
- Approved subject to minor revisions
- Disapproved
- Following additional information is required:

Architectural Review Committee

Member's Signature _____ Date: _____

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Encinitas Village Homeowners Association Maintenance And Indemnity Agreement

Owner shall be responsible for any and all costs to install, repair, replace and maintain the improvement. Owner releases the Association, its Board of Directors, officers, members, agents and employees from any duty or obligation to pay or otherwise be responsible for the cost of maintenance, repair and upkeep of the improvement, or the use of the improvement.

The Association will not allow the Owner to install an improvement that would become the Associations obligation to maintain, repair and replace unless the Owner agrees to assume all costs of maintenance, repair and replacement of the improvement and indemnify the Association.

Owner will agree to the terms and conditions required by the Board of Directors to install and keep the improvement for his/her sole use and enjoyment.

I _____ take full responsibility for any damages caused by my architectural improvements to either the common area or my property. I also take full responsibility for maintaining and repairing those improvements.

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760.643.2200 | 858.587.9972

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ARCHITECTURAL NOTICE OF COMPLETION

Homeowner(s) Name:

Property Address:

Brief description of improvement:

NOTE: Please submit this form within 15 days of completion to let the Architectural Committee know when approved improvements are completed. The Architectural Committee may make a final inspection of the improvements to confirm conformity to the approved plans.

Date work was completed: _____

Signatures of Applicant(s):

Date: _____

Date: _____

THIS SPACE FOR ARCHITECTURAL COMMITTEE USE ONLY

The Architectural Committee has made a final inspection of the improvements and find that the improvements:

_____ **ARE** in conformity with the approved plans.

_____ **ARE NOT** in conformity with the approved plans; specifically:

Signature of ARC Member: _____

Date: _____