

# Application for Modification of Unit

<b>Internal Use only</b>	<b>Date Received:</b>
<b>Reviewed by Committee:    Date: _____</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<b>Final Inspection:            Date: _____</b> <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
<b>Comments:</b> _____ _____ _____	

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Proposed Start Date \_\_\_\_\_ Proposed Date of Completion \_\_\_\_\_

Contractor Name: \_\_\_\_\_ PH# \_\_\_\_\_

Please provide a general description of your proposed architectural change (attach additional pages if necessary):

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**[Please attach a detailed drawing or blueprint of your plan(s)]**

I understand that under the Association's governing documents, the committee will act on this request and provide me with a written response of their decisions. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me until Applicant has received written approval from the Association.
2. All work will be done at individual owner's expense and all future upkeep will remain at owner's sole expense. I assume responsibility for all future maintenance of this addition or improvement.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by owner or approved contractor.
4. Nothing will be stored in the common area, even on a temporary basis, without the prior consent of the Association.
5. A complete and total clean-up shall be made prior to 5PM each and every day of the project to protect the common areas.
6. Reasonable protective floor coverings shall be used in common areas, including hallways and elevators. They shall be kept clean during the work day to avoid the tracking of dirt or refuse to other areas of the complex. All Coverings shall be removed at the end of each day.

7. All work will be performed at a time and manner to minimize interference and inconvenience to other unit owners. Except with prior approval from the Association, all work must be done between 8AM-5:00PM Monday through Friday.
8. Applicant understands that the Association may require that its inspector, architect, landscape consultant, attorney, contractor, etc., review the proposal plans at my sole expense. Such review(s) are very limited in scope and may not be relied upon by the owner to ensure correctness of plans from a legal, architectural, structural, engineering, landscaping standpoint.
9. Applicant assumes all liability and will be responsible for all damage and/or injury which may result from performance of this work and/or which may result from any alterations made as part of this project.
10. Applicant understands that all approvals are given expressly under the condition that all costs for the additional maintenance directly or indirectly caused by the proposed modification(s), addition(s), or improvement(s) are borne by the owner of this home, including any adverse effects on adjacent units and/or common areas.
11. Applicant is responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
12. Applicant agrees to comply with, all applicable federal, state, and local laws, codes, regulations, and requirements in connection with this work, and will obtain any and all necessary governmental permits and approvals for the work. Any such permits or approvals will be presented to the Association prior to the commencement of any work.
13. Applicant understands and agrees that the Association, its Board of Directors, its agents and the committee have no responsibility with respect to such compliance and that the Board of Directors' or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications, or work comply with any law, code, regulation, or governmental requirement. The Board of Directors and/or its Architectural Committee do not grant waivers to existing CC&R's, City codes, safety codes, etc. Applicant understands that he/she/they is/are responsible to ensure full compliance with all agencies.
14. Applicant further understands and agrees that, as a condition of submittal, he/she/they have independently reviewed and confirmed that these proposed plans are correct from a legal, structural, architectural, engineering and/or landscaping standpoint and will not in any way, negatively impact the Association or cause damage or additional maintenance to Association owner or maintained property.
15. Any work not completed within thirty (30) days of the 'completed date' mentioned above is not approved and later construction must be subject to re-submittal to the committee.
16. With 24 hours' notice, Applicant agrees to provide access to the Association (and/or its representatives) for inspection purposes.
17. Applicant agrees that all work will conform to plans submitted for approval, and if found unsatisfactorily at final inspection, he/she/they will make any required changes at his/her/their sole expense.
18. Applicant is encouraged to review the proposed changes with their neighbors to ensure full compliance with any easement rights and/or restrictions within the HOA Docs.

**I have read, understand and agree to comply with all HOA Governances related to construction activities. I further agree to ensure all my contractors and workers have read, understand and agree to abide by the HOA's Governances. A minimum \$500 fine will be imposed for each violation related to separate interest construction.**

**I have read and declare that the work being proposed complies with all regulations within the HOA documents (By-Laws, CC&R's, Rules and Regulations) as well as all state and local codes.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

The neighboring units (adjacent, upper, lower, etc.) have reviewed the proposed improvements. Neighbor objections do not cause a denial. The Association may contact neighbors to consider their approval/disapproval.

Property Address and Unit # \_\_\_\_\_

- I approve of this project
- I do not approve of this project

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Property Address and Unit # \_\_\_\_\_

- I approve of this project
- I do not approve of this project

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Property Address and Unit # \_\_\_\_\_

- I approve of this project
- I do not approve of this project

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Property Address and Unit # \_\_\_\_\_

- I approve of this project
- I do not approve of this project

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Please submit completed request form to:

SDHOA

3550 Camino Del Rio N. STE 212

San Diego CA 92108

(858) 227-4220

[sdhoa@sdhoa.com](mailto:sdhoa@sdhoa.com)

Please allow sufficient time for board to review at a regularly scheduled board meeting for approval.

Please contact SDHOA if you have any questions about the process.