



Pines of La Jolla Homeowners Association

ARCHITECTURAL CHANGE REQUEST

Requested by: _____ (unit owner) **Date:** _____

Address: _____ Regents Rd. **Unit:** _____

Project Description:

provide a complete description of the work to be performed. Please provide as much detail as possible to ensure a quick decision from the board of directors. If additional space is needed for description please provide on additional sheet

Materials:

Provide a listing of the materials to be used. It is not necessary to indicate interior paint colors in this location. The Board of directors is more interested in flooring materials, any proposed changes to wall materials, lighting fixtures, electrical appliances etc.. If additional space is needed please provide an additional sheet.

Will a contractor be used for this project? Yes__ No__

Name: _____ **License type & number:** _____

Building Permit? Yes_____ No_____

If you are unsure as to whether or not a building permit is required Contact the City of San Diego Development Services department or <https://docs.sandiego.gov/municode/MuniCodeChapter12/Ch12Art09Division02.pdf>.

The following repairs are exempt from permit requirements without limit to valuation: (A) Painting and decorating;(B) Installation of floor covering;(C) Cabinet work; and (D) Outside paving.

Attach sketches, Architectural drawings, photographs or renderings describing the desired alterations in this request. This request will then be forwarded to the Architectural committee or Board of directors for consideration. A written response to your request will be provided. It is strongly suggested you appear at the meeting in which your request is discussed.

NOTE: This form is not an automatic approval of request. It is a request for Board of Directors approval of the changes indicated

Pines of La Jolla Homeowners Association
c/o Pernicano Realty & Management Company
2851 Camino Del Rio So., Ste 230
San Diego, Ca. 92108

IV. ARCHITECTURAL CONTROL POLICIES

The following are general rules and conditions the Board of Directors use in considering an application for Architectural change.

- No changes and/or additions to the exterior of the units shall be permitted, without the express written consent of the Board of Directors.
- Owners wishing to make any interior improvements to the unit, other than the replacement of existing fixtures or appliances, must submit an Architectural Change Application for approval of requested changes prior to the commencement of any work. On a case by case basis, Detailed plans and specifications for all improvements may be requested by the Directors prior to the approval of an Architectural Change Request.
- Hardwood and other hard surface flooring is permitted provided the Owner provides evidence that the resulting floor assembly will provide a minimum IIC/STC of 50.
- No changes to, or additions of interior walls shall be permitted at any time.
- Since the Pines plumbing system is not specifically designed to accommodate Washer & Dryers, installation of these appliances in a unit not already so equipped shall not be permitted.
- The only change to the exterior of units that is permissible are the replacement of windows and sliding glass doors. Owners wishing to replace the windows or doors of a unit shall submit for review and approval detailed product specifications along with an Architectural Change Request Form prior to proceeding with any changes.
 - Windows shall match existing color on the exterior face of the building.
- Air conditioning units may only be installed after the Board of Directors review and approve Architectural Change Application. Air conditioners shall not unreasonably impact the architectural appearance of the complex.
 - Under no condition will "in window" a/c units be acceptable. Portable units used inside units that exhaust through the window screen are permitted without prior approval but shall not raise objections from owners of adjacent units.
- A single satellite dish installed free standing or clamped to the interior side of the handrail on the unit's patio or balcony provided that the installation conforms to all standards described by any Federal, State or Municipal codes, is permissible without prior approval.
 - Installations permanently installed to the exterior surfaces of the building are not permissible.
 - If an owners unit does not have access to the portion of sky where the satellites are they may install their system with previous approval from the directors by providing an installation plan from the dish provider.
 - Satellite dishes found in violation of these requirements will be immediately removed at the owners cost.
- The Association shall be notified, and an Architectural Change Application submitted for any improvements which require and/or will result in any changes or modifications to a unit's plumbing, electrical or structural components.
- If an alteration requires the issuance of a building permit the owner shall submit to the association:
 - A full set of plans for the project
 - A copy of the building permit issued
 - A copy of the Contractors insurance certificate
 - Any additional documentation deemed necessary by the Board of the Directors on a case by case basis.

Construction Waste:

The applicant acknowledges and agrees that all construction debris & waste shall be disposed of off-premises. No construction waste or debris shall be deposited within the dumpsters or enclosures.

Owners signature: _____ Date: _____