

THE COMMUNITY ASSOCIATION OF BERNARDO HEIGHTS

APPLICATION FOR HOME IMPROVEMENT

PROCESS & INSTRUCTIONS

Step 1: Obtain a copy of the current form of “Application for Home Improvement” (outdated forms will not be accepted).

Step 2: Complete the form entirely. Be clear and descriptive of what the improvement entails. For any questions regarding the application, please see the front desk or call (858) 451-3580. When describing the proposed improvements, attach plans, concepts, diagrams, or measurement (if applicable) to the application. Furthermore, if the improvement regards:

Landscaping: include a diagram of the proposed changes in color and write down dimensions of the desired landscape. If you are installing artificial grass, please include a small sample and include the dimensions of the area it will cover.

Windows/Doors: indicate if a *partial* or *complete* window/door improvement will be performed. Include pictures of the type of window/door and the color with the application. Take a picture of the windows/doors you plan to replace.

Solar Panels: indicate *how many* panels will be installed. Include a picture of where the panels are planned to be installed on the house.

Painting: indicate *what paint color* will be used and *where it will be placed* such as trim or stucco. Include swatches of the paint color with your application. (Note: check with your HOA for their list of approved color swatches.)

Step 3: Send your entire application to your local neighborhood’s management company (refer to the *Management Company List*) to receive the first level of approval.

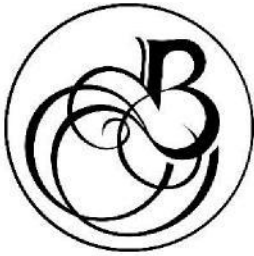
Step 4: Upon approval, the local neighborhood’s management company will stamp inside the box, “Neighborhood Stamp.” The application will be submitted to the CABH Architectural Committee for the second level of approval.

Step 5: Upon approval from the CABH Architectural Committee, the homeowner will receive an *Approval Letter* with the *Notice of Completion* within 72 hours of the approval, indicating the application has been approved and work can now commence.

Step 6: After completion of the home improvement, homeowners must submit to their management company the *Notice of Completion*. Upon receipt of the form, the management company will sign off on the form indicating that the work was completed based on the proposed application. They will then forward the completed form to CABH.

Step 7: CABH will send a final letter to the homeowner indicating that the *Notice of Completion* was received and the process is completed.

For any questions, please call (858) 451-3580 regarding the home improvement process.



Approval Procedure

Flowchart Home Improvement

Homeowner completes the current Home Improvement Application.

Homeowner submits completed application to the local neighborhood management company (refer to the *Management Company List*).

1st LEVEL APPROVAL: Application is reviewed by the local neighborhood Architectural Committee.

APPROVED: The application is stamped in "Neighborhood Stamp" and forwarded to the CABH Architectural Committee by the management company.

DENIED: The application has been denied due to lack of information or improvement violates the CC&Rs of the local neighborhood.

2nd LEVEL APPROVAL: Application is reviewed by the CABH Architectural Committee within 30 days.

Plans returned to homeowner for correction.

Homeowner re-submits the application to Management Company with the necessary revisions.

DENIED: The application has been denied due to lack of information or improvement violates the CC&Rs of CABH.

APPROVED: The application is stamped in "CABH Stamp" and is sent back to the homeowner with the *Approval Letter* and *Notice of Completion* via mail or email.

Plans returned to homeowner for correction.

Homeowner re-submits the application to CABH with the necessary revisions.

Homeowner can now perform work on the proposed home improvement.

Once the work is completed, the homeowner must take pictures and submit the *Notice of Completion* to the local neighborhood management where they will acknowledge work has been completed.

The completed *Notice of Completion* is sent by the local neighborhood management company to CABH. CABH will send out a final letter to homeowner, acknowledging receipt of the *Notice of Completion*, completing the process.

BERNARDO GREENS	PERNICANO REALTY MANAGEMENT	2851 CAMINO DEL RIO SOUTH, SUITE 230 SAN DIEGO, CA 92108
BERNARDO VISTAS	MGR PROPERTY MANAGEMENT	5950 LA PLACE CT. #155 CARLSBAD, CA 92008
CHATEAU BERNARDO ST. ANDREWS VISTA DE BERNARDO	PACKARD MANAGEMENT	9555 CHESAPEAKE DRIVE, SUITE 202 SAN DIEGO, CA 92123
FAIRWAY HEIGHTS NORTH & SOUTH	A.R.K. MANAGEMENT	9988 HIBERT STREET, SUITE #102 SAN DIEGO, CA 92131
FAIRWAY POINTE LOS RIOS MASTERS HILL SUMMERS ON THE GREEN TIERRA DEL SOL WOODCREST HEIGHTS	ELITE MANAGEMENT	11717 BERNARDO PLAZA CT., SUITE 215 SAN DIEGO, CA 92128
FAIRWAY VISTAS	LITTLE & SONS MANAGEMENT	411 CAMINITO DEL RIO SOUTH, SUITE 201 SAN DIEGO, CA 92108
LADERA BERNARDO LOMAS BERNARDO	PROFESSIONAL COMMUNITY MANAGEMENT	5950 LA PLACE COURT, SUITE 250 CARLSBAD, CA 92008
LAS BRISAS CONDOS	ASSOCIA-PRESCOTT COMPANIES	5950 LA PLACE COURT, SUITE 200 CARLSBAD, CA 92008
LAS BRISAS HOMES LAS FLORAS CONDOS LAS FLORAS HOMES	NN JAESCHKE	9610 WAPLES STREET SAN DIEGO, CA 92121
PARVIEW ESTATES THE VILLAS VILLAGE SERIES (BERNARDO VILLAGE)	PROPERTY MANAGEMENT CONSULTANTS	11717 BERNARDO PLAZA CT., SUITE #220 SAN DIEGO, CA 92128
PALAZZO BERNARDO	ATLANTIC & PACIFIC MANAGEMENT CORPORATION	11075 CARMEL MOUNTAIN ROAD, SUITE 200 SAN DIEGO, CA 92129
VILLA LADERA	EUGENE BERGER MANAGEMENT	16935 WEST BERNARDO DR., SUITE #250 SAN DIEGO, CA 92127
VILLA VENUSTO	4-POINT MANAGEMENT	3129 TIGER RUN CT., SUITE #112 CARLSBAD, CA 92010



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APPLICATION FOR HOME IMPROVEMENT

- + Application approval is required for all exterior changes and improvements before any work is performed.
- + Pictures, plans and color samples of the project are required with the application.
- + Once the project is completed, submit photos with the *Notice of Completion*. + Please complete all sections of this application.

CABH OFFICE USE

Date: _____

Applicant Phone Number: _____

Homeowner's Name: _____

Address: _____ Lot: _____

Name of Neighborhood Association: _____ Applicant Email Address: _____

I would like to be notified by (select all that apply): ☐ Mail ☐ Email

Description of Proposed Improvements: Do not use "See Attached." Attach a copy of the plans/sketches/diagrams, including an elevation drawing, showing type of construction, measurements, and location of improvement (if applicable). Also include a list of materials to be used. Provide a current photo of your property with this application before work commences (refer to the "Process & Instructions" sheet).

NOTICE TO OWNERS: Your improvements may require a permit from the City/County Building Department. No work shall be done which may change the existing drainage patterns. Neighbor notification is required for all applications prior to submitting to your Neighborhood Association Architectural Committee. Obtain THREE signatures of surrounding neighbors indicating improvement plans are acknowledged.

<u>Last Name</u>	<u>Address</u>	<u>Signature</u>

NEIGHBORHOOD STAMP

CABH STAMP



APPLICATION FOR HOME IMPROVEMENT

Proper Disposal of Construction Waste/Trash

All construction debris or trash is to be removed or collected and placed in the dumpster or waste receptacle at the close of each workday. Please mark the sections that apply to your project.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I am planning to use a dumpster or other trash receptacle to remove the construction debris and the dumpster will be removed within 30 days of the start of the project. |
| <input type="checkbox"/> | I plan to have the trash removed from my property daily. |
| <input type="checkbox"/> | I do not anticipate any trash or debris from this project. |
| <input type="checkbox"/> | This project will only create a minimal amount of trash which will be taken away by the contractor each day. |
| <input type="checkbox"/> | Some debris, not in dumpster, may accumulate on-site but must be removed within 48 hours. |
| <input type="checkbox"/> | Other: _____ |

Temporary Restroom

If you plan to use a portable restroom on your site, it must be serviced at least two times per week. Please mark the sections that apply to your project.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I am planning to use a portable restroom for my project. |
| <input type="checkbox"/> | I plan to have the restroom serviced at least two times per week. |
| <input type="checkbox"/> | My construction crew will use the restroom in my home during construction. |
| <input type="checkbox"/> | This project is of short duration and will not require a portable restroom. |
| <input type="checkbox"/> | My contractor plans to use public restroom facilities. |
| <input type="checkbox"/> | Other: _____ |

Temporary Storage Containers

- | | |
|--------------------------|---|
| <input type="checkbox"/> | I am planning to use a Temporary Storage Container for my project for no more than 30 days. |
| <input type="checkbox"/> | The storage container will be placed on the:
<input type="checkbox"/> Driveway
<input type="checkbox"/> Street
<input type="checkbox"/> Yard |

I will assume the responsibility for any work under the above proposed improvements that I or my contractors accomplish which may in the future adversely affect the common area. I assume responsibility for all future maintenance of this addition or improvements.

Homeowner Signature: _____ Date: _____