

# Mesa Village

Form ACRF 011624-1

Office Use Only

|        |  |
|--------|--|
| Unit:  |  |
| Court: |  |
| Date:  |  |
| Tel:   |  |

## Architectural Change Request

**Only One Item Per Request**

**Send Completed form to [ach@mvhoa.org](mailto:ach@mvhoa.org)**

I recieved an Architectural Violation and I am submitting an after the fact architectural request to gain compliance.

Window Replacement    Solar Panels    Patio Cover    Central Air    Carport Cabinets

### General Description of Work to be Performed

#### Additional Requirements

Permit Required  
Notify Dig Alert

Notice of Completion Must be  
Submitted no Later than 180  
Days From Pre-Approval Stamp

### Type of Material To Be Used

Colors:

Builders Name:

#### Architectural Change Procedures

- Architectural Change Request is submitted to the office. (Prior to Installation)
- Written approval must be given before installation can commence.
- Must meet all local city and state building codes.
- Homeowner retains responsibility to maintain said Architectural Change and upkeep of their appearance in accordance with the standards set by the CC&Rs, Rules and Regulations and what is set forward by the Board of Directors. (This includes any breakage from landscape equipment)
- Upon completion of installation you must submit a NOTICE OF COMPLETION FORM with pictures of the completed project. You can email this to [ach@mvhoa.org](mailto:ach@mvhoa.org) or mail them to 10540 Caminito Baywood, San Diego, CA 92126. This must be done within 48 hours. Be sure to notify management so that a final review/inspection can be done by the Association.

#### Homeowners Responsibility

Along with the above guidelines, it is important to remember the homeowner is responsible to maintain any changes and upkeep its appearance. The homeowner also has the responsibility to temporarily remove any part of the additions if any exterior repairs (e.g. paint or wood repair) are needed to the unit.

I, (We) the owners of the address listed above am (are) in agreement that upon the installation of said items listed above, do hereby release Mesa Village Homeowners Association from any obligation of any future damage of the said property above caused by the installation, or defect in material. I, (We) also agree that upon the sale of said property, this release will be disclosed and transferred to any future owner(s).

Property Address: \_\_\_\_\_

Forms signed electronically or with dry signature require a copy of owners legal ID.

Homeowners Signature \_\_\_\_\_

Date \_\_\_\_\_

Contact Number: \_\_\_\_\_

Homeowner Print Name \_\_\_\_\_

Homeowners Email Address \_\_\_\_\_

#### Homeowner Check List

Diagram/Pics have been included

Guidelines have been signed/  
initialed.

Owner of record has printed and  
signed their name.

**Please Include Detailed Diagram Below  
You Can Send Pictures to [ach@mvhoa.org](mailto:ach@mvhoa.org)**

### Door Replacement Guidelines

- The door must be of appropriate style and function for said unit model (see approved door styles.)
- No portion of the door may obstruct or overlap the wood exterior trim around the door.
- Steel, Aluminum, Vinyl or Wood doors are acceptable. (See Approved Material and Color Chart.)
- The new door must be the exact dimensions as the original door. (Any modifications to the exterior wall must be outlined in the Architectural Request and Requires Board Approval.)

### **All Doors May Be Painted Mesa Village Green**

I understand and agree to abide by the following procedures.

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### Central Air Guidelines

- Description and dimension of the unit.
- A drawing of proposed installation and location.
- Type of materials to be used (piping, electrical etc.)
- Name and License number of contractor, if applicable.
- **Copy of permits must be submitted with notice of completion.**

I understand and agree to abide by the following Procedures stated above.

### Central Air Info

Width \_\_\_\_\_ Length \_\_\_\_\_ Depth \_\_\_\_\_

Total DB: \_\_\_\_\_ Color: \_\_\_\_\_

\_\_\_\_\_  
Initials

### Satellite Guidelines

- Description and Dimensions of Dish.
- A Drawing of proposed installation and location.
- Type of material to be used (mounts, brand of dish etc.)
- Name and license number of contractor, if applicable.
- Copy of permits if needed.
- Disclaimer of release of liability for the Association.
- The size of the dish diagonal measurement cannot exceed (36")inches.
- DO NOT WRAP WIRES AROUND THE HOUSE. They must enter the unit immediately.
- **Upon Sale or Transfer of property the Satellite Dish must be removed.**

I understand and agree to abide by the following Procedures stated above.

\_\_\_\_\_  
Initials

### Carport Cabinets Guidelines

Storage cabinets may be mounted on the rear wall of the carport but the following requirements must be met;

- Cabinets can be constructed of metal, wood or plastic and have handles or knobs of the same materials.
- Cabinets must be painted with Mesa Village Approved Colors.
- Cabinets must have doors and be kept closed at all times. **No open shelves.**
- Handles and knobs may be the same color, black, white, silver or brass.
- Cabinets may not block or hinder the entrance area to the house or storage room.
- The back carport wall must accommodate two large trash cans.
- The carport must be able to accommodate two cars at all times.
- **NO** flammable material is allowed to be stored inside the cabinets.
- *See and initial Cabinet Diagrams Chart 2a and 2b*

I understand and agree to abide by the following Procedures stated above.

\_\_\_\_\_  
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### Window Guidelines

- The windows must be of appropriate style and function for said unit model (*see approved window chart 1*)
- No portion of the window may obstruct or overlap the wood exterior trim around your window.
- Vinyl, Fiber or Aluminum windows are acceptable. (*windows can be almond, tan or white*)
- The new window must be the exact dimensions as the original window. (**Any modifications to the exterior wall must be outlined in the Architectural Change Request and Requires Board Approval.**)
- The outside perimeter between the frame and window cannot exceed more than 3 inches in width.

I understand and agree to abide by the following Procedures stated above.

### **Must Submit Completed Diagram**

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### Electric Vehicle Charger/Outlet

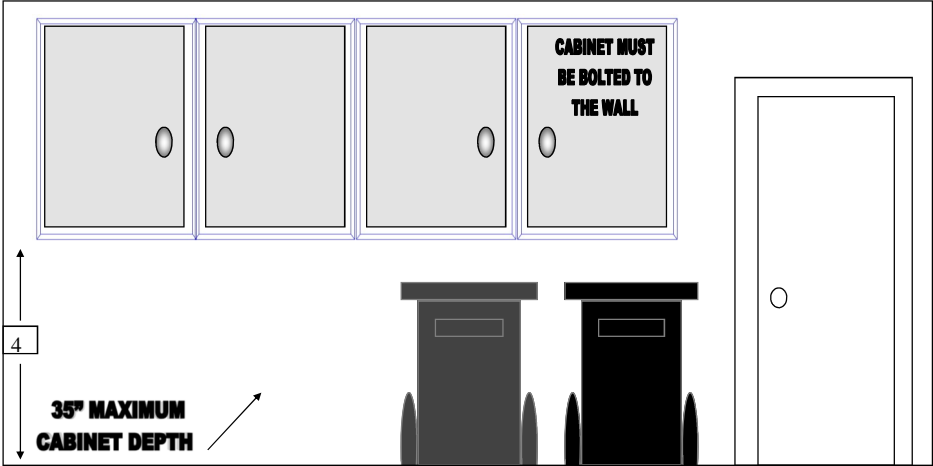
- Description and Dimensions of work to be done including amperage of charger/outlet.
- Brand and Picture of Charger/Outlet
- A detailed Drawing of proposed installation and location.
- Type of material to be used (mounts, brand of dish etc.)
- Name and license number of contractor, if applicable.
- Copy of Permit is required to be submitted with Notice of Completion.
- Disclaimer of release of liability for the Association.
- DO NOT WRAP WIRES/CONDUIT AROUND THE HOUSE. They must enter the unit immediately.

I understand and agree to abide by the following Procedures stated above.

\_\_\_\_\_  
Initials

# Cabinet Diagrams (Chart 2a)

## A. REAR HANGING CABINETS



### Diagram A. Additional Guidelines

- Storage cabinets must be placed against the rear wall of the carport.
- Cabinets (A) **MUST BE** mounted a minimum of 48" above the carport floor.
- Cabinets **MUST NOT** extend more than 35" from the wall.
- No unapproved items may be stored above or below the outside of the enclosed cabinets.

Initials \_\_\_\_\_

## B. Standing Cabinets

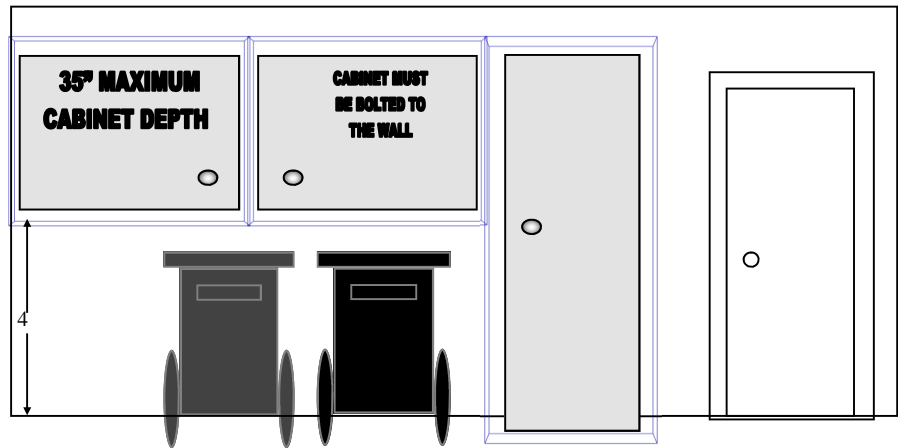


### Diagram B. Additional Guidelines

- Storage cabinets must be placed against rear wall of the carport.
- Cabinets **MUST NOT** extend more than 35" from the wall.
- No unapproved items may be stored above the outside of the enclosed cabinets.

Initials \_\_\_\_\_

## C. HANGING & STANDING CABINET COMBINATIONS

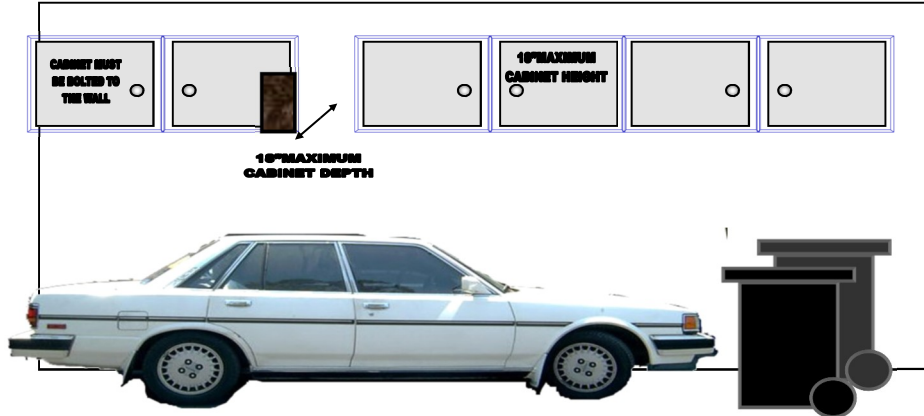


### Diagram C. Additional Guidelines

- Storage cabinets must be placed against the rear wall of the carport.
- The hanging cabinets **MUST BE** mounted a minimum of 48" above the carport floor.
- Cabinets **MUST NOT** extend more than 35" from the wall.
- No unapproved items may be stored above or below the outside of the enclosed cabinets.

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## D. SIDE WALL HANGING CABINETS



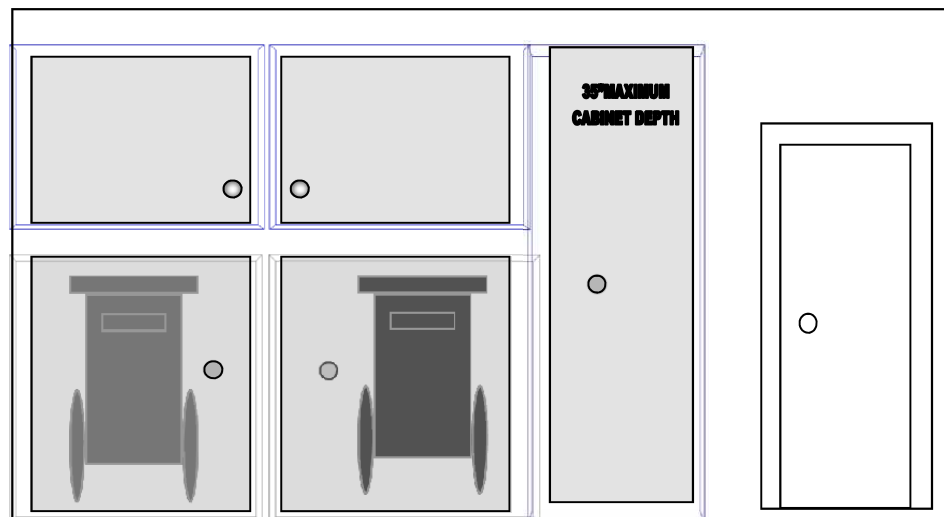
### Diagram D. Additional Guidelines

- Storage cabinets may be mounted on the side stucco wall of the carport.
- The maximum height and depth of the cabinet must be 18" or less.
- Cabinets **MUST BE** mounted up against the carport ceiling.
- Do not attach or mount cabinets onto the carport beams.

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# Cabinet Diagrams (Chart 2b)

## E. STANDING CABINETS WITH GARBAGE CANS COVERED

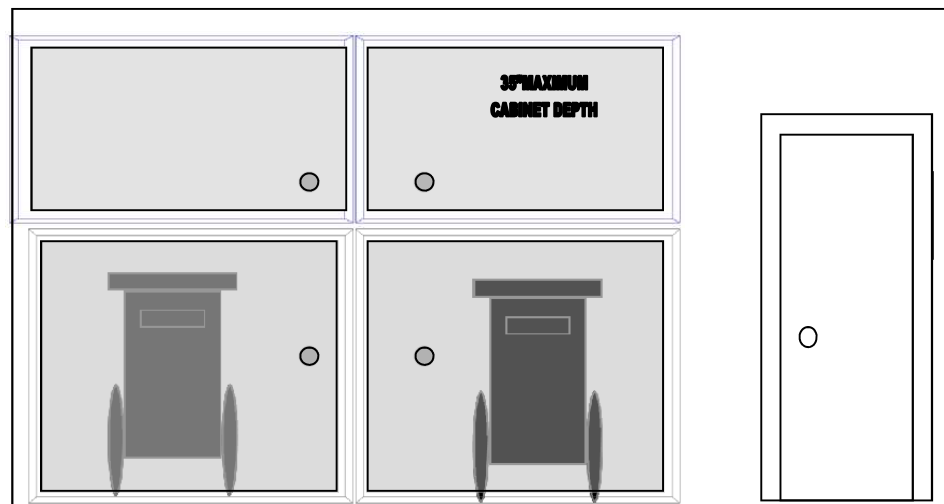


### Diagram E. Additional Guidelines

- Storage cabinets must be placed against the rear wall of the carport.
- The hanging cabinets **MUST BE** mounted a minimum of 48" above the carport floor.
- Cabinets **MUST NOT** extend more than 35" from the wall.
- No unapproved items may be stored above or/and below the outside of the enclosed cabinets.

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## F. STANDING CABINETS WITH GARBAGE CANS COVERED



### Diagram F. Additional Guidelines

- Storage cabinets must be placed against the rear wall of the carport.
- Cabinets (A) **MUST BE** mounted a minimum of 48" above the carport floor.
- Cabinets **MUST NOT** extend more than 35" from the wall.
- No unapproved items may be stored above or/and below the outside of the enclosed cabinets.

Initials

# Mesa Village

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Office Use Only

|        |  |
|--------|--|
| Unit:  |  |
| Court: |  |
| Date:  |  |
| Tel:   |  |

## Notice Of Completion Only One Item Per Notice Of Completion

I recieved an Architectural Violation and I am submitting an after the fact architectural request to gain compliance.

Send Completed form to [ach@mvhoa.org](mailto:ach@mvhoa.org)

### General Description of Work Completed.

#### Notice of Completion Procedures

- Notice of Completion can only be submitted once the work of a pre-approved Architectural Change Request as been completed.
- Form must be submitted with pictures/video or other assets that show the completed work.
- Once a Notice of Completion Form has been submitted, it will be reviewed by management and/or Board for final approval.

For Questions or assistance please contact the office @ 858-566-0244

#### Homeowners Responsibility

Along with the above guidelines, it is important to remember the homeowner is responsible to maintain any changes and upkeep its appearance. The homeowner also has the responsibility to temporarily remove any part of the additions if any exterior repairs (e.g. paint or wood repair) are needed to the unit.

I, (We) the owners of the address listed above am (are) in agreement that the installation of said items listed above is completed, do hereby release Mesa Village Homeowners Association from any obligation of any future damage of the said property above caused by the installation, or defect in material. I, (We) also agree that upon the sale of said property, this release will be disclosed and transferred to any future owner(s).

Completion Date: \_\_\_\_\_ Number of Pictures/Assets Submitted: \_\_\_\_\_

Property Address: \_\_\_\_\_

Forms signed electronically or with dry signature require a copy of owners legal ID.

Homeowners Signature

Date

Contact Number:

Homeowner Print Name

Homeowners Email Address

#### Form Check List

Final Pictures have been included  
with NOC