

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

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 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 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.

Homeowner Check List

Diagram/Pics have been included

Guidelines have been signed/
initialed.

Owner of record has printed and
signed their name.

Homeowners Signature _____

Date _____

Contact Number: _____

Homeowner Print Name _____

Homeowners Email Address _____

**Please Include Detailed Diagram Below
You Can Send Pictures to ach@mvhoa.org**

SOLAR PANEL INSTALLATION GUIDELINES

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1. All solar devices and panels mounted on the roof may not extend higher than or beyond the roofline.
2. No solar panels and/or such devices may be installed on an owner's property other than on the roof of their home, and may not be installed on any flat roof.
3. The highest point of a solar panel must be lower than the ridge of the roof where it is attached.
4. Solar panel shall be mounted no higher than 4" above the roofing material and in the same plane of the roof on which the solar energy system is mounted.
5. The color of the panels and trim of the support structure will be limited to black, brown, gray or non-reflective metallic as provided by the manufacturer.
6. All electrical connections will be located directly under and/or within the perimeter of the panel and invisible from all street angles as much as possible. Do not wrap the electric runs around the house; electric runs must enter the unit as soon as possible. Conduit runs need to be illustrated on the submitted plans.
7. Pictures submitted indicating exactly where each device/boxes, batteries will be installed (*IE. Main Panel, Sub-Panels, Load Center, All Meters, Inverters, AC/DC Disconnects, Combiner Box, and other items that will be visible pertaining to the solar installation.*)
8. All electric runs or devices must be painted to conform to the surroundings around it.
9. All roof mounted solar energy systems shall be an integral part of the roof and have the appearance that they are serving the structure, and should maintain the aesthetic nature of the existing structure.
10. A cover plate or the glazing for solar energy systems should be either transparent or consistent with the character of the structure.
11. Inverters can only be installed on top of the roof or in the exclusive use areas of that unit. Inverter can also be installed in the utility room as long as it is attached to the wall of your unit and remain out of sight from the common area.
12. All solar panels must receive architectural approval of the Association prior to installation, pursuant to the Conditions, Covenants, and Restrictions of and for the Association and any and all application procedures currently in effect.
13. Once the pre-approval has been granted by the Association and the work has been completed, a copy of the city permit final approval must be given to the Association before final approval by the Association can be granted.
14. A "critter guard" constructed of metal is required.
15. A Notice of Completion form with pictures must be submitted within 48 Hours from Completion.

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

Owners Signature: _____

Print Name: _____

Address: _____

Installer Signature: _____

Company Name: _____

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Notice Of Completion Only One Item Per Notice Of Completion

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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.

Form Check List

Final Pictures have been included with NOC

Homeowners Signature _____

Date _____

Contact Number: _____

Homeowner Print Name _____

Homeowners Email Address _____