

Mesa Village

Form ACRF 033023-1

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

Final Inspection Must be

Completed no Later than

180 Days From Approval Stamp

Type of Material To Be Used

Approval Stamp

Colors:

Builders Name:

Final Inspection Stamp

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.

Homeowners Signature

Date

Contact Number:

Homeowner Print Name

Homeowners Email Address

Form 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**

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.

Initials

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 if needed.

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.

Initials

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

Initials

Security Door Guidelines

- The security door must be of appropriate style and function for said unit model. (See Chart)
- The security door may obstruct or overlap the wood exterior trim around the door jamb.

Please Note, the door may have to be removed at the owners expense if the Association has to complete any maintenance to the unit and the door is impeding.

The Following Colors Are Acceptable

Brass, gold, black, silver, aluminum, white, gray and Mesa Village Green.

I understand and agree to abide by the following procedures.

Initials

Security Camera Guidelines

- Description and Dimensions of Camera(s).
- A Drawing of proposed installation and location of cameras.
- 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.
- DO NOT WRAP WIRES AROUND THE HOUSE. They must enter the unit immediately.
- It is the homeowners responsibility to follow all applicable laws.

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

Initials

Security Bars Guidelines

- The security bars must be of appropriate style and function for said unit model.
- The security bars may obstruct or overlap the wood exterior trim around the window.
- Bars must be painted black.

Please Note, the security bars may have to be removed at the owners expense if the Association has to complete any maintenance to the unit and the bars are impeding.

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

Initials

Front Porch and Carport Security Light

The light maybe LED, Florescent or incandescent and controlled by switch, motion or dusk to dawn.

**Approvable Colors
Black, White, Silver, Gray**



Approved Examples

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

Initials

Epoxy Applied To Carport Floor Guidelines

- Solid Gray or Solid Gray with small black speckles are approvable.

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

Initials

Window Airconditioner Guidelines

- Make, Model, description and dimension of the unit and maximum DB noise produced.
- Unit must be hidden behind privacy screen or bush.
- A drawing of proposed installation and location.
- Type of materials to be used (electrical etc.)
- Name and License number of contractor, if applicable.
- Copy of permits if needed.
- Finished install must look professional.
- Painted an approved Mesa Village Color.

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

Airconditioner Info

Width _____ Length _____ Depth _____

Total DB: _____ Color: _____

Initials

Patio Cover Guidelines

- The frame must be constructed of wood or wrought iron.
- The entire patio area may be covered in open work, lathe, etc. Only 50% of the patio area may be covered with a solid cover.
- Do not attach your patio cover to the adjacent unit; one side must be free standing.
- Do not attach your patio cover to the fascia boards, outriggers, or any other structure that may requires maintenance.
- A patio cover must have proper pitch if it is covered. At least a 2% downward pitch away from any attach wall or building is required.
- The patio cover must be painted with Board approved colors. Names of suppliers are available in the Association office.

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

Patio and Patio Cover Info Total Sqr Feet

Patio Width _____ **Length** _____

Patio Cover Width _____ **Length** _____

Patio Cover Covered Width _____ **Length** _____
Covered Sqr Ft Covered Percentage

Initials

Patio Gazebo Guidelines

- The frame must be constructed of wood or wrought iron.
- Only 50% of the patio area may be covered with a solid cover.
- Do not attach your gazebo to any part of the unit. Must be free standing.
- Do not attach your gazebo to the fascia boards, outriggers, or any other structure that may requires maintenance.
- The gazebo must be painted with Board approved colors. See Mesa Village Colors.

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

Patio and Gazebo Info Square Feet

Patio Width _____ **Length** _____

Gazebo Width _____ **Length** _____
Covered Percentage

Gazebo Colors:

***Requires Board Approval**

Initials

Patio Lights

- Method of attachment: must not attach to neighboring structure or interfere with HOA maintenance/repair operations
- Maximum lumens per bulb: 1000 lumens
- Maximum accumulated lumens per 100 ft² : 1,000 lumens
- Lighting color: white only
- Wiring color: Neutral
- Flashing/Chasing/Motion/Strobe lights not allowed
- Maximum height of bulbs: below fence line unless light noise mitigation is incorporated
- Light noise mitigation examples: obstruct direct light under patio cover or install bulbs with reduced lumens to diminish effects on neighbors (e.g. light entering bedroom windows)
- Time restrictions: Off by Midnight

Patio and Light Info

Total Sqr Feet

Patio Width _____ **Length** _____

Bulb Type: **LED** **CFL** **INCD**

Light Lumens: _____ **Bulb/LED Count:** _____

Length of Cord: _____ **Total Lumens**

***Requires Board Approval**

Initials

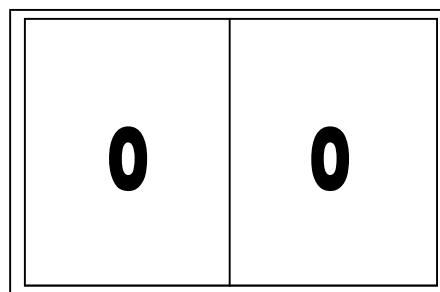
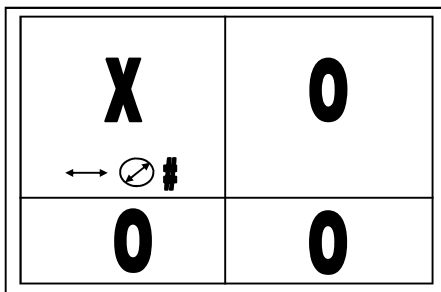
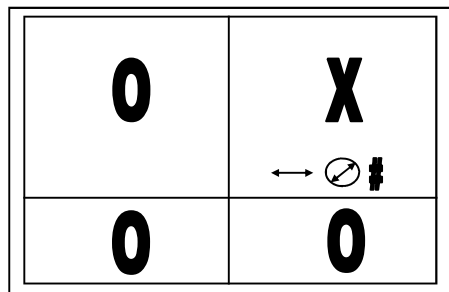
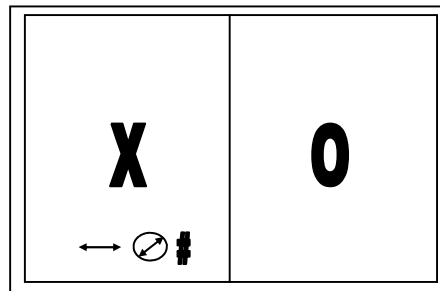
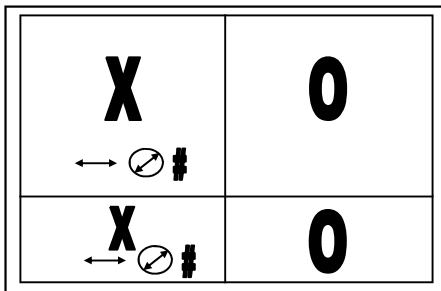
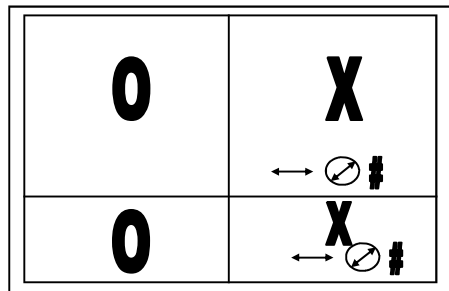
Lumens and watts conversion charts for your reference¹:

Lumens for Light Source Watts		
Lumens	Incandescent Watts	LED Watts
375	25	6
450	40	10
800	60	15
1100	75	19
1600	100	25
2600	150	38
3000	200	50

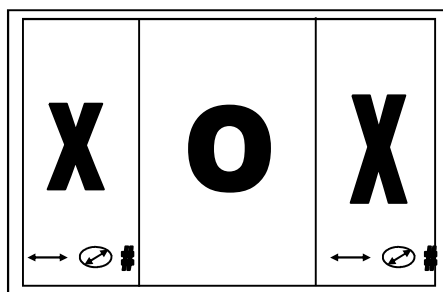
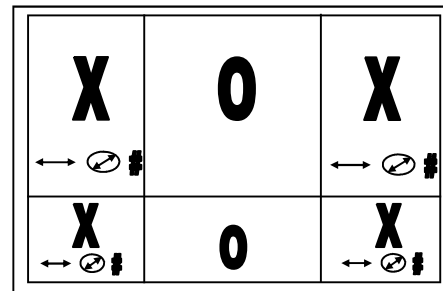
Models: All Models

Window Chart 1

Living Room, Bedroom, Kitchen and Family Room Windows

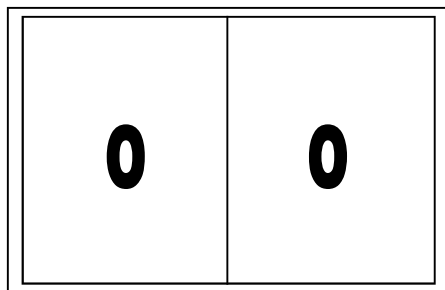
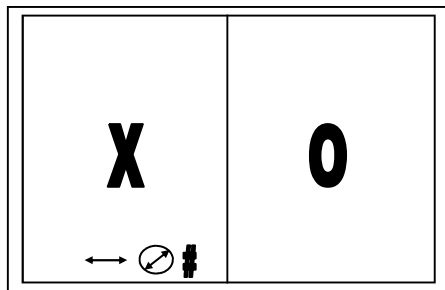
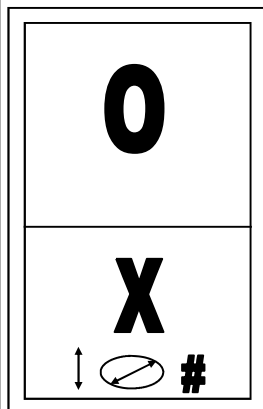


Model: 610 Family Room Additional Options



Model: 620

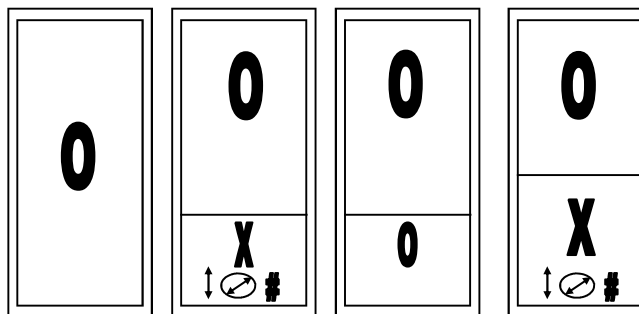
Living Room, Bedroom and Family Room Windows, Bathroom



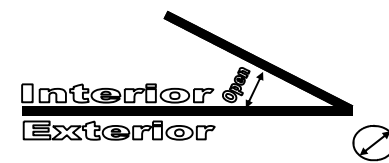
Bathroom Window

Fire Place Windows

Models: All Models



Butter Fly Window Top View



Important Note
Windows 18 Inches
or lower from finished
floor must be tempered

Legend

X Moving Pane

0 Fixed Pane

↑ Vertical Slider
↔ Horizontal Slider

⊗ Butterfly Pane
Screen

Cabinet Diagrams (Chart 2a)

A. REAR HANGING CABINETS

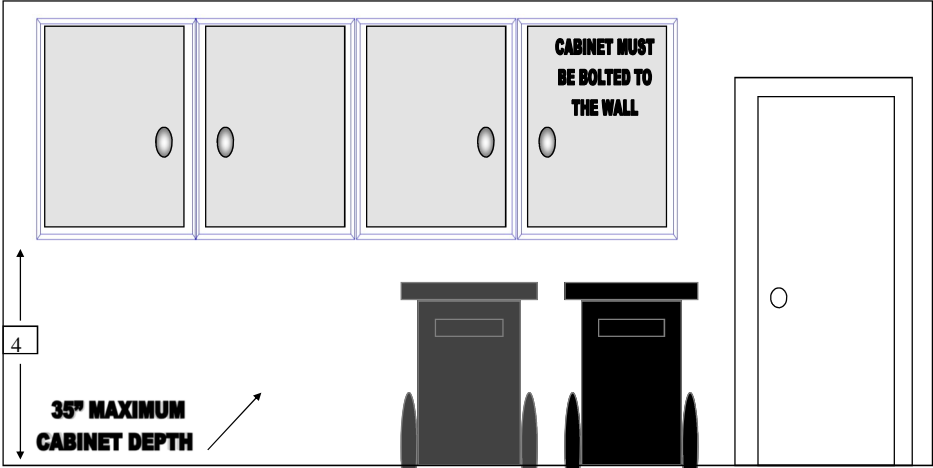


Diagram A. Additional Guidelines

- 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

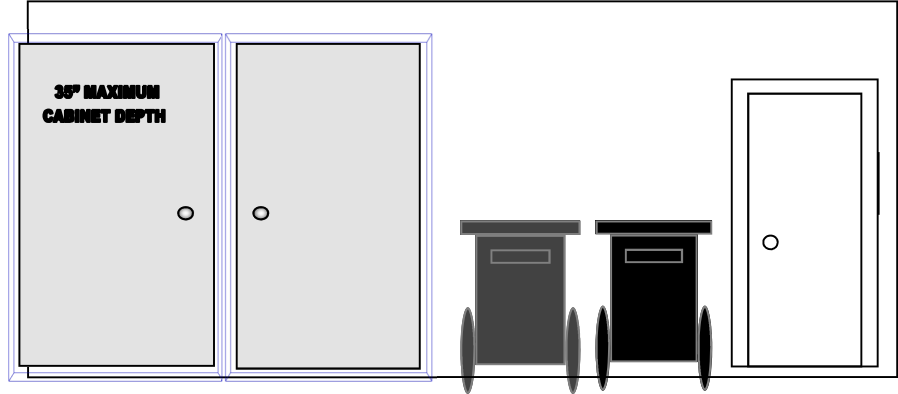


Diagram B. Additional Guidelines

- 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

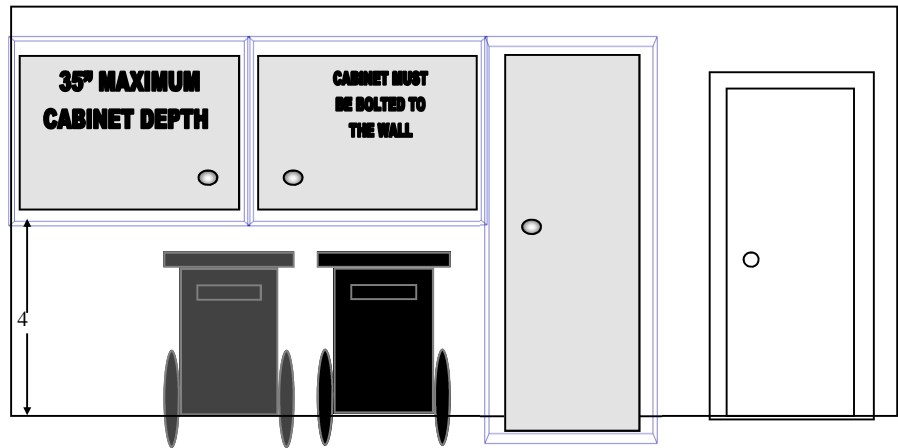


Diagram C. Additional Guidelines

- 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.

Initials _____

D. SIDE WALL HANGING CABINETS

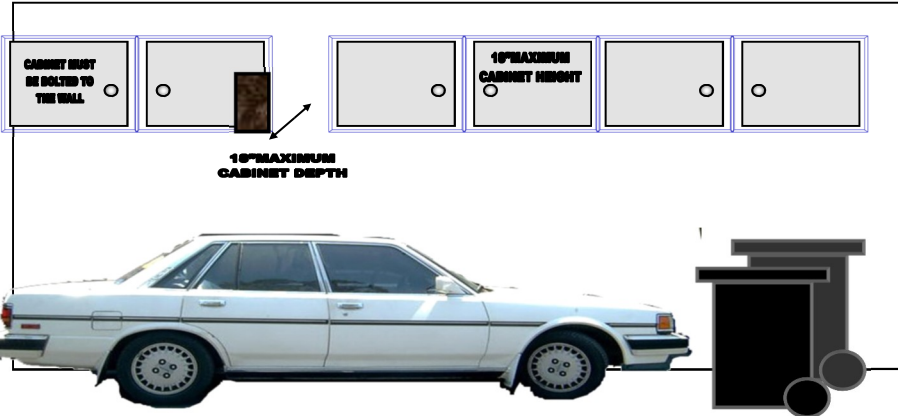


Diagram D. Additional Guidelines

- 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.

Initials _____

Cabinet Diagrams (Chart 2b)

E. STANDING CABINETS WITH GARBAGE CANS COVERED

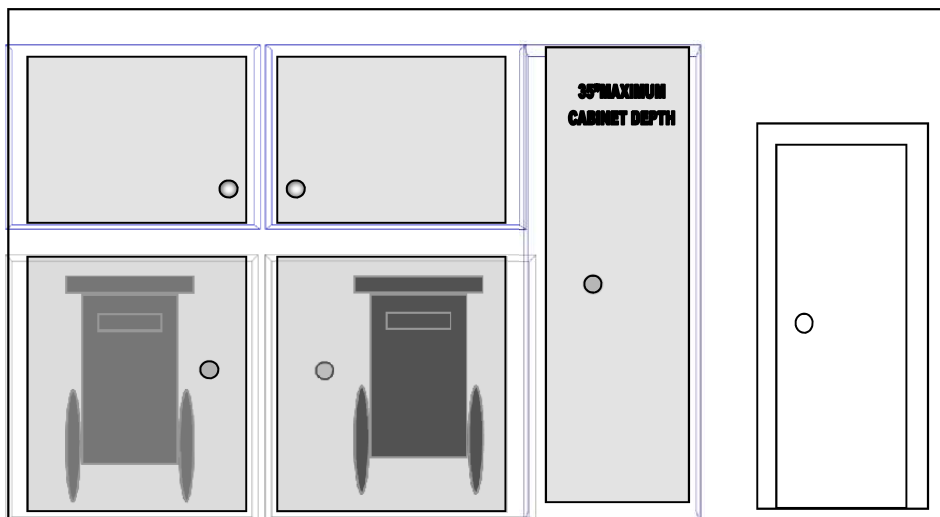


Diagram E. Additional Guidelines

- 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.

Initials

F. STANDING CABINETS WITH GARBAGE CANS COVERED

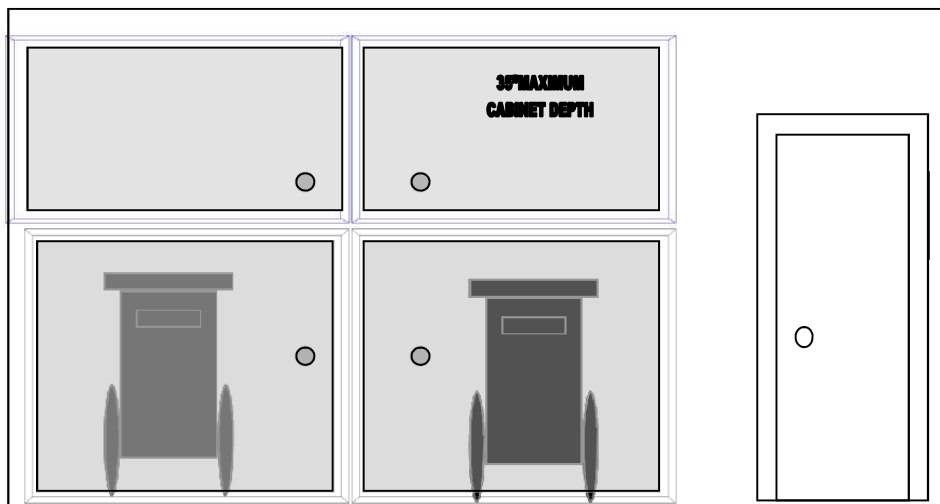


Diagram F. Additional Guidelines

- 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

Door Style and Color Chart

Approved Natural Wood Material And Finish Colors

- Pine
- Alder
- Oak
- Maple
- Mahogany



White & Mesa Village Green

Approved Door Styles



Security Door Style Chart



SOLAR PANEL INSTALLATION GUIDELINES

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.
7. All electric runs or devices must be painted to conform to the surroundings around it.
8. 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.
9. A cover plate or the glazing for solar energy systems should be either transparent or consistent with the character of the structure.
10. 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.
11. 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.
12. 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.

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

Owners Signature: _____

Print Name: _____

Address: _____

Installer Signature: _____

Company Name: _____

Mesa Village

Form ACNC 033023-1

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

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