

OCEANSIDE COMMUNITY ASSOCIATION

ARCHITECTURAL REQUEST FORM

FIRM DEADLINE FOR SUBMISSION OF THESE REQUESTS IS THE 15TH OF EACH MONTH.

- ONLY ONE REQUEST PER FORM -

YOU ARE INVITED TO ATTEND TO PRESENT YOUR REQUEST TO COMMITTEE

Please mail or deliver this form (and all supporting documents) to: Date: _____

Oceanside Community Association
550 Vista Bella, Oceanside, CA 92057
760.757.3937- Telephone
760.757.8177- Fax

Recommend all submissions include a picture
Attach all supporting documentation

Owner Name _____ Telephone _____

Please Print

UnitAddress _____

Please Print

I hereby request approval of the following improvement / modification / change / addition to my property:

Note: All requests must be approved by the Architectural Committee AND Board of Directors before the project is started or fines may be applied. (See Section XIII- Penalties-2008 Residents Handbook)

Attach any and all plans, specifications, City permit, showing the nature, kind, shape, height, materials, etc.

Modification / Change / Addition:

- Remodeling / Addition
Garage Door / Exterior Door
Fence(s)
Satellite Dish
Window(s)- New
Window(s)- Replacement
Roof
Air Conditioner- New
Air Conditioner- Replacement
Other:

location of requested modification:

(Refer to Architectural Guidelines & Standards for Complete Details)

- City of Oceanside Building Permit
Pictures and Full Details
Brochure
Drawings - Plans - Specifications
Size, Type, Location of AC and AC Pad
Neighbor's Approval Form(s)
Color
Proposal/Invoice from Contractor
Other

Additional Comments: _____

Work to be Done By: _____ Homeowner _____ Licensed Contractor _____ Unlicensed Handyman

Contractor / Handyman Name _____

Contractor's License Number _____ Telephone _____

As the owner(s) of this unit, I/We understand that all necessary permits must be acquired prior to commencement of this work and work will not begin until Board approval has been received in writing. I/We are liable for damage, if any; that all work must be completed within 90 days after approval and that the improvement / modification / change / addition is subject to final inspection.

Owner Signature(s)

Date

OVER

A LICENSED CONTRACTOR IS REQUIRED BY THE STATE OF CALIFORNIA IF THE TOTAL COST OF LABOR AND MATERIALS EXCEEDS FIVE HUNDRED DOLLARS (\$500).

Use of Licensed Contractor

(An excerpt from the Architectural / F&M Residential Design Guidelines and Standards –Page 6)

A licensed contractor is required by the State of California if the total cost of the labor and materials exceeds five hundred dollars (\$500.00).

Home owners can verify the license and bonding of a contractor by checking one of the following:

1. Calling 800-321-2752 or,
2. Go to www.cslb.ca.gov The Contractors State License Board

The Contractors State License Board (CSLB) protects consumers by licensing and regulating California's construction industry. There are more than 316,000 licensed contractors in the state, in 43 different licensing classifications. In addition to educating consumers about contractors and construction law, CSLB activities include administering examinations to test prospective licensees, issuing licenses, investigating complaints against licensed and unlicensed contractors, issuing citations, suspending or revoking licenses, and seeking administrative, criminal, and civil sanctions against violators. In FY 2007/08 CSLB obtained more than \$35.2 million in ordered restitution for consumers.

The CSLB's Statewide Investigative Fraud Team (SWIFT) works to eliminate unlicensed contractors working in California. Undercover sting and sweep operations are conducted weekly around the state.

On this Web site you can find educational materials about hiring contractors and the construction process. You can also check the status of a contractor's license, find other important Contractors License Law information and file a complaint.

For their own protection, homeowners are encouraged to:

1. Obtain three estimates for the work.
2. Request and check references of work completed at least a year ago.
3. Ask to be named as additional insured on the contractor's general liability, auto, and workers compensation insurance (If there is a job injury, the homeowner could be responsible for the medical costs. A licensed contractor provides added protection of a \$7,500 bond.)
4. Get a written contract. By law, the down payment can only be the lesser of \$1,000 or 10% of the contract amount.
5. Don't allow progress payments to get ahead of the work; don't make a final payment until the job is completed satisfactorily; and don't pay cash.