



Oceanside Community Association
 550 Vista Bella, Oceanside CA 92057
 760-757-3937 Phone
 760-757-8177 Fax
 www.oceanaseniors.org
 Email: office@ocaoffice.org

ARCHITECTURAL REQUEST

Only one request per form.

MANDATORY: Refer to the Architectural Guidelines & Standards for Complete Details

DUE: Request must be received in the OCA office by the FIRST of the month.

INCLUDE: Picture(s) and supporting documents (plans, specifications, materials, proposal)

Homeowner (*Print*) _____ Unit _____ House # _____

Email _____ Phone (_____) _____

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)

Location of modification _____

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 _____

Included with request:

- _____ *Contractor proposal &/or invoice
 * required if cost is over \$500 (see back)
- _____ City of Oceanside permit (if needed)
- _____ Drawings – Plans - Specifications
- _____ Pictures
- _____ Brochure
- _____ Color
- _____ AC and AC pad – size, type, location
- _____ AC Neighbor Approval
- _____ Other _____

Comments _____

Work to be done by _____ Homeowner _____ Licensed Contractor _____ Unlicensed handyman

Contractor / Handyman Name _____

Contractor's License Number _____ Phone (_____) _____

As the owner of this home, I understand that all necessary permits must be acquired prior to commencement of this work. Work will not begin until Board approval has been received in writing. I am liable for damage, if any; that all work must be completed within 90 days after approval and that the work is subject to final inspection.

Signature _____

Date ____/____/____

Architectural Request Information

NOTICE: You MUST have written notice of approval from the Association Office.

- A recommendation for approval by the Architectural Committee is NOT sufficient.
- A decision of approval by the Executive Sub-Committee of the Board, or even the full Board, is NOT sufficient.

Inform yourself. Please read the *Architectural Resident Design Guidelines* available on the OCA website, from the OCA office and in the *Member and Resident Handbook*. The guidelines provide many answers to questions that arise. Be aware of the City of Oceanside requirements – plans, permits and inspections.

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).

Architectural Committee members want to help. Members of the AC volunteer to help residents in preparing Architectural Requests. Their contact information is on the website. Members can discuss concepts, options, best practices and have knowledge of City of Oceanside and California requirements. Contact a member when considering a request for a project. A member will advise you of what attachments to include, will assist during the work, inspect the final project and advise the OCA office when completed.

Note: OCA office staff will provide guidelines, forms and contact info, but they are not able to advise homeowners.

Allow Sufficient Time. Requests must be received at the OCA office a by the first day of the month. Having a fully completed request with all the necessary documents speeds up the process. The process includes inspection by OCA staff and a AC member, packaging the project for the meeting and approval by the AC and the BOD Executive Sub-Committee. This may take up to five weeks. If work begins prior to approval, the homeowner may be subjected to a cease-and-desist demand, additional expenses including having to remove all materials and changes and may have a substantial fine.

Appeal. If the Architectural Committee denies a request, the homeowner can appeal to the Board of Directors for review.