



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.



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OCEANSIDE COMMUNITY ASSOCIATION

**OCA ARCHITECTURAL COMMITTEE**  
**2024-2025**

*If you cannot reach the Committee Member assigned to your Unit, feel free to contact any Committee Member.*

***DO NOT perform any unapproved work. Do not guess what to do. Avoid problems, conflict, and fines. Follow the rules, get prior approval, and ask for help from a member of the Architectural Committee to have a successful outcome.***

Michael Castoro	760-277-7198	<a href="mailto:mcas51@cox.net">mcas51@cox.net</a>	Unit 1-1A- 4
Paula McDonald	760-703-3661	<a href="mailto:PaulaMCD@cox.net">PaulaMCD@cox.net</a>	Units 2 & 6
Jay Crawford	760-439-7766	<a href="mailto:Jaycrawford867@cox.net">Jaycrawford867@cox.net</a>	Unit 5
Fritz Beechler	951-445-6324	<a href="mailto:beechhockey@msn.com">beechhockey@msn.com</a>	Units 3 & 12
Barb Belcher	619-729-1086	<a href="mailto:barbbelcherrealestate@gmail.com">barbbelcherrealestate@gmail.com</a>	Unit 8
Gail Olenick	917-734-1086	<a href="mailto:sdgd4@aol.com">sdgd4@aol.com</a>	Unit 9
Charles Daily	760-612-9856	<a href="mailto:chuckemerald@gmail.com">chuckemerald@gmail.com</a>	Units 14
Bruce Cowgill	805-807-0492	<a href="mailto:perfectfitengineering@gmail.com">perfectfitengineering@gmail.com</a>	Unit 7 & 7A
Steve Erbe	760-519-8385	<a href="mailto:3lilorbits@cox.net">3lilorbits@cox.net</a>	Unit 10 & 11
Tracy Richardson	760-757-3937	<a href="mailto:trichardson@keystonepacific.com">trichardson@keystonepacific.com</a>	

Compliance Design Review Coordinator

**Executive Subcommittee**

Lisa Bagot	619-379-4085	<a href="mailto:lisabagot@gmail.com">lisabagot@gmail.com</a>
Kathleen Dowling	907-350-7686	<a href="mailto:kdowling@yahoo.com">kdowling@yahoo.com</a>