

Tu Casa Home Owners' Association (HOA) Architectural Request Form

c/o Property Advantage, 5142 Avenida Encinas, Carlsbad, CA 92008

Phone: 760-585-1719 Fax: 760-438-6962

E-mail: kelleyk@propadvantage.com

In submitting this request, I certify that the information submitted is an accurate representation of my proposed PROJECT and I have completed all information related to my Architectural Request.

Please check appropriate box(es):

_____ Change and/or addition to Unit that impacts other Units(s) (e.g., work that requires shutting off water/gas/electricity to other units; installing hard surface flooring (wood, tile, etc.).

_____ Change and/or addition that impacts Common Area (e.g., changes to outside windows or entry door that differ from those in existence; work that requires shutting off water/gas/electricity to Common Area).

_____ Change and/or addition to Exclusive Use Areas (e.g., balcony, garage, etc.);

I understand That **NO WORK ON THIS REQUEST SHALL COMMENCE UNTIL** I have received written approval from Tu Casa HOA Board of Directors; Any construction or alteration to the subject property prior to my receipt of written approval from Tu Casa HOA Board of Directors is strictly prohibited. If I commence or complete any construction or alteration to the subject property without receiving written approval, I may be required to return the subject property to its original condition at MY OWN EXPENSE.

1. FOLLOING IS A DETAILED DESCRIPTION OF ALL CHANGES AND ADDITIONS FOR WHICH PERMISSION IS BEING REQUESTED, INCLUDING PLANS, BROCHURES OR DETAILED DRAWINGS:

1.1 Proposed additions and/or changes: _____

1.2 Reason for proposed additions and/or changes: _____

1.3 Architect to be retained? _____ Architects Name/Address/Phone: _____

1.4 Contractor to be retained? _____ Contractors Name: _____

Contractors License Number: _____

1.5 Name, Policy Number and Phone Number of OWNER's INSURANCE COMPANY: _____

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2. THE LEGAL OWNER(S) AGREE TO THE FOLLOWING CONDITIONS:

2.1 The OWNER accepts 100% responsibility for making sure that the PROJECT is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices, and the OWNER IS SOLELY RESPONSIBLE for applying for, securing and maintaining all required building permits, including any permit that is required by Bristol Cove POA (our master association).

2.2 In order to minimize the disturbance to other residents, all work related to the PROJECT will be done **Monday through Friday, during the hours of 8am to 5pm.**

2.3 In order to minimize the disturbance to other residents and to protect the HOA, **ALL CONSTRUCTION RELATED DEBRIS** (e.g., drywall, grout dust etc., product wrappings, material scraps, tools, wall scratches, etc.) **WILL BE COMPLETELY CLEANED UP AND CLEARED FROM ALL COMMON AREAS BY THE END OF EACH WORKING DAY.** All trash debris that results from the project will be removed from the premises and NOT deposited in the building's trash containers. Plastic tenting will be used to contain all construction dust and debris inside the unit and no tile, drywall or wood cuts will be made in any TU CASA HOA common area.

2.4 The OWNER indemnifies and holds harmless TU CASA HOA, its members, officers and employees from any claims, causes of action, loss, expense or liability of any kind whatsoever which may arise from actions taken by the OWNER or TU CASA HOA pursuant to this request.

2.5 The OWNER understands Tu Casa HOA Board of Directors and Architectural Committee assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. Tu Casa HOA and the Tu Casa HOA Architectural Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval of any work.

2.6 In the event the OWNER receives written request from TU CASA HOA to perform repairs and maintenance related to the PROJECT, such work must be completed within thirty (30) days oof receipt of such request, unless otherwise approved in writing by the TU CASA HOA BOARD.

2.7 The OWNER is responsible for any ancillary items as a result of the PROJECT.

2.8 Any damage to the common areas, other privately owned units, or any other part of the building as a result of the PROJECT is the responsibility of the OWNER.

2.9 The OWNER agrees that If the PROJECT compromises any existing TU CASA HOA warranties, the OWNER takes full responsibility for the same.

2.10 The OWNER is responsible for any uninsured contractor's liabilities to the TU CASA HOA for all individual members thereof, in the event of damage to the common area or injuries related to the PROJECT.

2.11 The OWNER agrees to dismantle that portion of the PROJECT in any Common Area or Exclusive Use Common Area, at the OWNER's sole expense, should it be needed for maintenance/repair activities initiated by TU CASA HOA.

2.12 The OWNER is responsible for making sure that his contractor and everyone involved in the PROJECT is familiar with TU CASA HOA RULES & REGULATIONS, and that all workers comply with those rules.

2.13 All conditions and responsibilities set forth herein shall apply to all future owners of said Unit.

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2.14 In the event the OWNER sells the Unit involved, the OWNER agrees to notify the successor owner of the PROJECT of the responsibilities associated with it, as outlined above. If the successor owner does not agree to the conditions of responsibility, then the OWNER agrees to remove the changes and/or additions and restore the area to its original state, and that any unpaid costs of maintenance, repair or removal become a lien against the Unit involved and become a "matter of record".

PRINT NAME OF UNIT OWNER

SIGNATURE OF UNIT OWNER

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SIGNATURE OF UNIT OWNER

UNIT # _____

DATE: _____

TU CASA HOA BOARD OF DIRECTORS and Architectural Request Committee will review this request and issue a written response within 30 days of receiving your request. This form must be completed in its entirety to be accepted and must include the **\$250 Architectural Request Form Fee**.

RETURN COMPLETED FORM TO:

TU CASA HOA c/o PROPERTY ADVANTAGE
5142 Avenida Encinas
Carlsbad, CA 92008
Phone: 760-585-1719
Fax: 760-438-6962
E-mail: Kelleyk@propadvantage.com

TU CASA HOA BOARD OF DIRECTORS ACTION:

_____ **APPROVAL DENIED**

_____ **APPROVAL GRANTED AS REQUESTED**

_____ **APPROVAL GRANTED SUBJECT TO THE FOLLOWING:**

IF APPROVED, REQUESTED PROJECT MUST BE COMPLETED WITHIN 9 MONTHS OF APPROVAL DATE.

SIGNED: _____

SIGNED BY: _____

DATE: _____