

# WEST POINT LOMA OWNERS ASSOCIATION, INC.

PROPERTY ADDRESS:  
4532-4578 WEST POINT LOMA BLVD.  
SAN DIEGO, CALIFORNIA 92107

BOARD @ WPLHOA.ORG

CORRESPONDENCE TO:  
4542 WEST POINT LOMA BLVD.  
SAN DIEGO, CALIFORNIA 92107-1243

## ARCHITECTURAL & LANDSCAPING APPROVAL APPLICATION

### I. APPLICANT

Owner(s):

Property Address:

Owner Mailing Address  
(if different than property address):

One or more phone numbers  
that will reach you between 8 am  
and 9 pm, Monday through Sunday:

E-mail:

### II. BRIEF DESCRIPTION OF PROPOSED IMPROVEMENT

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#### FOR OFFICE USE ONLY

Date received:

Approved on

Copies to Board on:

Denied on

Board meeting date(s):

Reason for denial:

Decision letter sent on:

Incomplete application

Other (explain)

Comments:

### III. OWNER ASSUMPTION OF RESPONSIBILITY

I/we assume the responsibility for any work, including conformity of completed improvements to the plans and specifications as approved by the HOA and the satisfaction of any time limitations for completion as may be specified in conjunction with approval of the proposed improvement.

I/we assume complete responsibility for my/our work and for that of my/our contractor(s) which may, in the future, adversely affect adjacent properties and/or common areas. I/we understand that I/we may be held responsible for the mistakes of the contractor and subcontractors even if I/we were not personally at fault.

I/we assume responsibility for all future maintenance of this modification or improvement.

Owner's signature

Date:

Owner's signature

Date:

### IV. BUILDING PERMIT

Your proposed improvement may require a building permit from the City of San Diego in addition to HOA approval. You or your contractor should check with the City about permit requirements before starting any work. No work shall be done that may change the existing drainage patterns as installed by the developer. Any approval by the City of San Diego is not to be considered authorization to change the drainage plans as installed by the developer.

- Check box(s):
- Building permit is required. Copy will be supplied to HOA before construction begins.
  - No building permit is required. Reason:
    - Owner (or agent) has confirmed with City that no building permit is required.
    - Other. Attach explanation.

### V. CONTRACTOR REQUIREMENTS

If work is to be done by a third party (i.e., by a contractor), the following – unless waived by the HOA Board in a writing expressly referring to this section – are conditions of HOA approval: (i) the contractor and any subcontractors must hold valid licenses from the California Contractors State License Board; (ii) the contractor must have current liability insurance of at least \$1 million; and (iii) the contractor must have current workers compensation insurance.

Contractor name, address,  
phone, and email

CSLB license number

Contractor insurance  
information

## VI. SUPPORTING DOCUMENTS

The original, signed application (2 pages) must be submitted to the HOA on paper prior to approval. Supporting documents may be submitted in electronic form, provided that they are legible and not distorted. PDF's are preferred for documents. JPEG's are acceptable for images. Cell phone photos of documents are problematic. If supporting documents are submitted in paper format, you must supply at least 2 copies.

Attach a detailed description of the proposed improvement and supporting documents. You should include the following:

Plans, sketches, and/or drawings with complete dimensions of improvement proposed

Type of materials used (include manufacturer and model number if appropriate)

Schedule information (time to complete work, deadlines, etc.)

Color scheme (if applicable; attach color chips)

Contractor name, address, telephone, and license number

Type of wood surfaces (if applicable)

Building permit (if applicable)

Names of plants, size when planted, and size at maturity (if applicable)

Plan for disposing of construction debris

**Any other information that would enable the HOA to make an informed decision on the application.**

## VII. IMPACT ON OTHERS

The HOA considers the impact of any proposed improvement on others in the complex, including but not limited to adjacent owners. Neighbor objections do not in themselves cause denial; lack of neighbor objections does not guarantee approval. The HOA may contact neighbors to consider their objections.

- Yes  No Project will impact neighbors during construction.
- Yes  No Project will be visible to any neighbor once completed.
- Yes  No Project will have no impact on others in the complex, either during construction or once completed.
- Yes  No Impacted Neighbor Statement(s) are completed (if "no" you may omit page 4)?

Explain any impact on others in the complex, including but not limited to adjacent units, here:

## IMPACTED NEIGHBOR STATEMENT(S)

The adjacent owner(s) has reviewed the completed ARCHITECTURAL & LANDSCAPING APPROVAL APPLICATION including the detailed plans for the proposed improvement.

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Unit number:

Comments:

- Object
- Do not object
- Other (explain)

Signature  
and date

Print name

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Unit number:

Comments:

- Object
- Do not object
- Other (explain)

Signature  
and date

Print name

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Unit number:

Comments:

- Object
- Do not object
- Other (explain)

Signature  
and date

Print name

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Unit number:

Comments:

- Object
- Do not object
- Other (explain)

Signature  
and date

Print name