

APPLICATION FOR HOME IMPROVEMENT

PROCESS & INSTRUCTIONS

Step 1: Obtain a copy of the current form of “Application for Home Improvement” (outdated forms will not be accepted).

Step 2: Complete the form entirely. Be clear and descriptive of what the improvement entails. For any questions regarding the application, please see the front desk or call (858) 451-3580. When describing the proposed improvements, attach plans, concepts, diagrams, or measurement (if applicable) to the application. Furthermore, if the improvement regards:

Landscaping: include a diagram of the proposed changes in color and write down dimensions of the desired landscape. If you are installing artificial grass, please include a small sample and include the dimensions of the area it will cover.

Windows/Doors: indicate if a *partial* or *complete* window/door improvement will be performed. Include pictures of the type of window/door and the color with the application. Take a picture of the windows/doors you plan to replace.

Solar Panels: indicate *how many* panels will be installed. Include a picture of where the panels are planned to be installed on the house.

Painting: indicate *what paint color* will be used and *where it will placed* such as trim or stucco. Include swatches of the paint color with your application. (Note: check with your HOA for their list of approved color swatches.)

Step 3: Send your entire application to your local neighborhood’s management company (refer to the *Management Company List*) to receive the first level of approval.

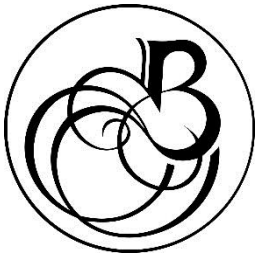
Step 4: Upon approval, the local neighborhood’s management company will stamp inside the box, “Neighborhood Stamp.” The application will be submitted to the CABH Architectural Committee for the second level of approval.

Step 5: Upon approval from the CABH Architectural Committee, the homeowner will receive an *Approval Letter* with the *Notice of Completion* within 72 hours of the approval, indicating the application has been approved and work can now commence.

Step 6: After completion of the home improvement, homeowners must submit to their management company the *Notice of Completion*. Upon receipt of the form, the management company will sign off on the form indicating that the work was completed based on the proposed application. They will then forward the completed form to CABH.

Step 7: CABH will send a final letter to the homeowner indicating that the *Notice of Completion* was received and the process is completed.

For any questions, please call (858) 451-3580 regarding the home improvement process.



Approval Procedure Flowchart for Home Improvement

