

APPLICATION FOR HOME IMPROVEMENT PROCESS & INSTRUCTIONS

A CABH APPLICATION FOR HOME IMPROVEMENT is not required for Like Kind in Quality ("LKQ") improvements. Like Kind in Quality improvements are repairs or replacements that do not alter the appearance, materials, or color of existing improvements (e.g., repainting a fence the same color or replacing dead plants with the same species). For all residential and landscaping improvements that change design, color, materials, location, or is otherwise not in Like Kind in Quality, these improvements must abide by the following steps when filling out and submitting the CABH APPLICATION FOR HOME IMPROVEMENT. Please note that all exterior alterations are to follow your neighborhood association guidelines. "When neighborhood association guidelines are more restrictive than the CABH guidelines, the neighborhood guidelines take precedence." CABH Architectural Guidelines, Section I-E, page 7.4 (attached)

Step 1: Obtain a copy of the current form of "Application for Home Improvement" (outdated forms will not be accepted). The form is available on the CABH [Website. Bernardoheights.org](http://Bernardoheights.org)

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 colored diagram of the proposed changes and write down dimensions of the desired landscape. If you are installing artificial grass, include the dimensions of the area it will cover.

Windows/Doors: indicate if it is a *partial* or *complete* window/door improvement (not LKQ replacements but new architecture) 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.

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.) If LKQ painting, no need to submit an ARCH application to CABH.

Step 3: (1st Level Approval) Send your entire application to your local neighborhood's management company, or *whoever* oversees Architectural Approval in your community.

Step 4: (2nd level Approval) Upon 1st level approval, the local neighborhood's management company (or ARC Committee Chairperson) 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* within 72 hours of the approval, indicating the application has been approved and work can now commence. A NOTICE OF COMPLETION DOCUMENT CONFIRMING THE WORK IS COMPLETED IS NO LONGER REQUIRED TO SUBMIT TO THE CABH ARCHITECTURAL COMMITTEE. OWNERS SHOULD CHECK WITH THEIR SUB-ASSOCIATION'S MANAGEMENT COMPANY TO SEE IF IT IS REQUIRED BY THEM.

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



Approval Procedure Flowchart for Home Improvement

Homeowner completes the **current Home Improvement Application**.

Homeowner submits completed application to the local neighborhood management company (refer to the *Management Company List*). Thank you.

1st LEVEL APPROVAL: Application is reviewed by the local neighborhood Architectural Committee.

APPROVED: The application is stamped in "Neighborhood Stamp" and forwarded to the CABH Architectural Committee by the management company.

DENIED: The application has been denied due to lack of information or improvement violates the CC&R's of

2nd LEVEL APPROVAL: Application is reviewed by the CABH Architectural Committee within 30 days.

Plans returned to homeowner for correction.

DENIED: The application has been denied due to lack of information or improvement violates the CC&R's of CABH.

APPROVED: The application is stamped in "CABH Stamp" and is sent back to the homeowner with the *Approval Letter*

Homeowner re-submits the application to Management Company with the necessary revisions.

Plans returned to homeowner for correction.

Homeowner re-submits the application to CABH with the necessary revisions.

Homeowner can now perform work on the proposed home improvement.

Once the work is completed, the homeowner must take pictures and submit the *Notice of Completion* to the local neighborhood management where they will acknowledge work has been completed.