

**APPLICATION FOR ARCHITECTURAL IMPROVEMENT
EXTERIOR MODIFICATIONS**



STEP 1: COMPLETE

LOT #: _____

DATE SUBMITTED: _____

EXPECTED COMPLETION: _____

NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS (if different): _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

PROPOSED PROJECT:

- | | | |
|-------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Hardscape (walk, drive, decorative walls, etc) | <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Front Door |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Garage Door | <input type="checkbox"/> Roof Turbine |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Fence (unpainted/unstained) |
| <input type="checkbox"/> Mailbox | <input type="checkbox"/> Room Addition | <input type="checkbox"/> Other _____ |

STEP 2: ATTACH

Please describe project and attach copies of photos, color samples, architectural renderings, etc. where applicable: (When submitting via email, include as an additional file attachment if needed. Note that paint color samples may not appear the same from one computer to another and should be submitted physically.)

STEP 3: SIGN

I have read the CC&Rs and/or Architectural Policies governing this improvement and agree to abide by the policy.

Signature _____

STEP 4: SUBMIT

Applications are reviewed at the monthly Architectural Committee meetings held on the first Tuesday of every month, and Board meetings held on the second Wednesday of every month. **If you miss submitting the application before the scheduled meeting, your request may not be acted upon until the next meeting.** If you proceed with the modification without approval, be aware that you would be in violation and may need to make additional changes at your own expense. Please submit your requests before the committee meets so that approval can be acted upon as described. For true emergencies like repairs after damages, contact the Architectural Committee Chair. Submit this form by email or postal mail.

If by email: sign, scan and attach to an email to: summerfieldpoway@gmail.com.

If by postal mail: send TWO (2) COPIES of this completed form to:

Summerfield HOA Architectural Committee, P.O. Box 28143, San Diego, CA 92198

You will receive written response within three days of Architectural Committee/Board approval if an email address is provided or within two weeks by regular mail if no email is provided.

FOR USE BY ARCHITECTURAL COMMITTEE ONLY

Date Received: _____

Approval valid through: _____

Approved Approved Conditionally Not Approved

Explanation/Conditions: _____

Signature _____

**If request is not approved, homeowners may resubmit a new form for re-application.*

Failure to submit an Application for Architectural Improvement may require you to make changes in order to bring your project into compliance with CC&Rs and Architectural Policies.