

VPHOA

Application Instruction Sheet

INCOMPLETE APPLICATIONS WILL BE DENIED AND RETURNED FOR RE-SUBMISSION

1. A completed and approved Architectural Change Application is required in order to make any changes to the exterior of your home.

For Example:

If you paint your home -- even if it is in the original colors; or
If you want to replace doors and or windows; or
If you want to replace an alley fence, roof, or
Convert your carport to a garage (carport conversion),

A completed and approved application is required before any work commences.

2. Application must be submitted in person by the Homeowner or Homeowner's Property Manager to VPHOA Office (Club House) at 10690 Escobar Drive, San Diego, CA 92124. You may mail the application in, however it must be sent as certified mail with a return receipt requested. No fax or e-mail applications will be accepted.
3. Applications are accepted at the office during business hours only and **are to be submitted by the First Monday of the month prior to a regularly scheduled Architectural meeting**, held on the second Tuesday of each month.
4. Please attach a Plot Plan noting the proposed changes, including all dimensions of the proposed improvement(s). The Plot Plan must show location and the dimensions of residence in relation to all property boundaries. Drawings must show affected elevations, a description of material to be used, and the proposed color scheme.
5. Upon completion of approved changes, please contact the VPHOA office so that arrangements can be made for a follow-up inspection by the Association Manager. The Manager will verify compliance with the approved plans.
6. All approvals for architectural modifications expire after one year from date of approval.