

Date Office Received: _____

**INCOMPLETE APPLICATIONS WILL BE DENIED AND RETURNED
FOR RE-SUBMISSION****As the owner of the property being addressed, I understand and agree that:**

1. No work, pursuant to this request, is to begin until after I have received written approval for it from the Architectural Control Committee and/or the Board of Directors.
2. Upon completion, contact the VPHOA office so that arrangements can be made for a follow-up inspection by the chairperson of the Architectural Committee to verify compliance with these plans.
3. Guidelines outlined in Architectural Rules and Guidelines shall be followed.
4. All approvals for architectural modifications expire after one year from date of approval.
5. If changes are made to the plans submitted with this application by the City of San Diego after they are approved by the Association the revised plans must be re-submitted to the Association. _____ Initial

I have read the Guidelines for the Carport Conversion and agree to abide by them in the construction and use of my garage. I will review these guidelines with the contractor.

Signature: _____

Owner/agent (authorization for Agent must be attached)

Property Address: _____ Lot # _____
(Street) (City) (Zip)

(Homeowner/Property Manager) Name: _____

Home Phone: _____ Business Phone: _____

This letter is to acknowledge conditions established by the Villa Portofino Homeowners Association Board of Directors upon property owners who wish to enclose their existing carports.

Five (5) sets of plans as well as an electronic copy of the plans must be submitted for approval. Any deviations from the Board approved plans will be corrected at the homeowner's expense. All plans submitted to the City Planning Department must be accompanied by written approval of VPHOA.

Under the rules of our PRD #4, we must maintain the same number of off-street parking spaces that was allocated to said lot. The majority of residents have three spaces; however lots located at the end of the hammerheads have only two spaces.

No part of the garage shall be used for living space such as sleeping quarters, play rooms, etc. Space shall always be left for the original allocated parking spaces (one car in one-car garage; two cars in two-car garage.)

In order to minimize neighborhood noise disturbances, no construction shall be permitted before 7:00 a.m. or after 8:00 p.m. on weekdays and before 8:00 a.m. or after 8:00 p.m. on weekends and holidays. Once construction begins, it must be completed with 90 days. The Board may approve an extension due to extenuating circumstances.

GUIDELINES/SPECIFICATIONS FOR CARPORT CONVERSION

1. All carports to garage conversions require approval by the Board of Directors.
2. Single carports may be enlarged to the dimensions of a double garage.
3. Maximum height of garage shall be determined by the existing utility closet. Slab to top of the top plate will not exceed 8'0".
4. Extension of the carport roof to provide the minimum 20'0" interior measurement of garage shall be made on the patio side, not to exceed 24". The maximum interior width of the garage shall not exceed 20'0".
5. A 3' x 6' 8" door shall be provided on the patio side of the garage. The door may be 50% glazed and located at the option of the homeowner. Vents shall be permitted on the patio sidewall and shall be shown on the plans.
6. A maximum of 4 skylights will be permitted on the garage roof. Maximum size: 4' x 2' and will be placed no closer than 2' from edge of the roof.
7. Only sectional type garage doors are permitted. Sectional door shall have four equal sections of plywood or hardwood or steel/fiberglass with embossed wood grain. Permissible colors shall be white, almond or painted to match the stucco

color. Garage door brochure shall be attached to the plans indicating the exact model and color to be installed.

8. Garage door dimensions are: Height: 7'; width: one-car garage, up to 10'; two-car garage, up to 19'. The garage door opening shall be provided with 2" x 8" rough-sawn trim.
9. No windows or extraneous trim will be permitted in/on sectional garage doors except for a single row of glass panes in the top section of the 4-section door.
10. The garage doors shall be maintained in the closed position.
11. Garage shall be stucco to match existing color and texture. All trim must be stained or painted to match existing trim.
12. A gate shall be provided from the open parking space to the patio. The width of the gate shall not exceed 42" and shall match the existing fence (style, height, and color).
13. A window for ventilation and light may be placed on the back wall opposite the sectional garage door. It shall not exceed 36" high x 48" wide.
14. The two beams between the carport/garage and house shall remain.
15. The three existing beams (4"x14") on the parking space side shall remain and extend to the fascia.