

**VPHOA - Letter of Understanding for Patio Conversion 920/930**

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 920/930 Patio Conversions and agree to abide by them in the construction/conversion of the patio. 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 convert the patio

**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.**

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 within 90 days. The Board may approve an extension due to extenuating circumstances.

#### GUIDELINES/SPECIFICATIONS FOR PATIO CONVERSION

1. All conversions require approval by the Board of Directors.
2. There shall be *No Deviations* from the approved plans. Any deviation shall be corrected to conform to the approved plans at the homeowner's expense.
3. An alternative window treatment of the 920/930 Model is the installation of a bay window.
4. All windows, with the exception of the bay window, shall be the same or similar size as the existing front windows.
5. No windows or doors shall face an adjacent neighbor's existing windows or doors.
6. An alternative entrance on the 920 Model allows for the front door to be moved from the center of the house to the right/left front of the addition.
7. Reposition of front door may require front sidewalk realignment. All concrete work is at the homeowner's expense.
8. The converted patio shall not extend beyond the existing front and side walls of the house.
9. Re-landscaping of the greenbelt shall be at the homeowner's expense. Shrubs, ground cover, etc. shall be planted by the VPHOA landscaper.
10. Relocation of any irrigation lines/sprinkler heads etc. shall be done by the VPHOA landscaper at the homeowner's expense. Contact the Office prior to construction start-up.

11. Relocation of common area fencing shall be at the homeowner's expense. The common area fence shall be relocated by a VPHOA approved contractor. Contact the Office prior to construction start-up.
12. Model 930 second story additions, above patio, are permissible. Roofline shall conform to the existing roofline.