



360 Community Management

10769 Woodside Avenue, Suite 210

Santee, CA 92071

Office: (619) 270-7360 Web: www.360hoa.com



BEECH TOWER COMMUNITY ASSOCIATION GUIDELINES FOR SUBMITTAL OF ARCHITECTURAL PLANS

The Architectural Committee strives to preserve the highest standard and quality of life for each owner within Beech Tower Community Association. Architectural approval must be given for structural changes prior to the start of any work.

To expedite the approval process, please follow these guidelines:

- 1) Please complete and return the "Application for Architectural Improvements" including a detailed description of the proposed structural changes.
- 2) Include plans to scale that show:
 - a) Location of improvement to home & property lines
 - b) Complete dimensions of changes proposed
 - c) Detailed description of materials, product brands, color schemes, etc.
- 3) For satellite dish installations: The location and installation method of the dish must be specified.
- 4) Include all insurance information specified on the attached Additional Insured Requirements page.

All materials must be submitted to 360 Community Management either via mail or e-mail. Once all of these items are received, the Committee will review the provided material and a written notice of the decision will be rendered. Please be advised that your request will be automatically denied if all of the above items are not received. It may take up to thirty (30) days for the Architectural Committee review process. We therefore encourage the applicant to begin this process well before the work is scheduled.

Sincerely,

Beech Tower Community Association
Architectural Review Committee

APPLICATION FOR ARCHITECTURAL IMPROVEMENTS

RETURN FORM TO: Beech Tower Community Association
 c/o 360 Community Management
 10769 Woodside Avenue, Suite 210
Date _____ Santee, CA 92071 Email: info@360hoa.com

Owner _____

Property Address _____

Daytime Phone Number _____

DESCRIPTION OF PROPOSED IMPROVEMENTS (attach plans):

I understand that my proposed improvements may require a permit from the City/County Building Department or other government agencies and I will obtain all required permits before commencing any work. I agree that I will not change any of the existing plumbing, drainage or electrical systems that may adversely affect any adjacent property/units.

I will assume responsibility for all work under the above proposed improvement that my contractors or I complete, which may, in the future, adversely affect adjacent properties. Any deviation from the above referenced work will result in the removal of the unauthorized alterations. All work completed will be in compliance with the Association's governing documents and City/County requirements. I will assume responsibility for all future maintenance of this addition or improvement.

Owner's Signature

The adjacent **OWNERS** have reviewed the proposed improvements and understand that neighbor objections do not cause the application to be denied. The Architectural Committee may contact neighbors to consider their objections, if necessary.

(Signature) Property Address _____

(Signature) Property Address _____

(Signature) Property Address _____

FOR OFFICE USE ONLY
Date received _____ Submitted to Arc Committee on _____
Approved _____ Denied _____ Conditional Approval _____
Decision Letter sent on: _____
Comments: _____

Architectural Committee Member

Date



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Additional Insured Requirements for Beech Tower Community Association

- 1) Contractor must provide Additional Insured Form for General Liability coverage with a carrier that is best rated A+8 or better and is licensed to do business in California.
- 2) Contractor's policy shall not have any exclusions for condominiums or townhomes.
- 3) Contractor shall only hire insured subcontractors.
- 4) The Additional Insured shall provide primary and non-contributory wording in favor of Beech Tower Community Association.
- 5) Certificate holder shall be named as Additional Insured per above and made out to:

Beech Tower Community Association
It's Board of Directors & Property Managers
10769 Woodside Avenue, Suite 210
Santee, CA 92071

By signing below, contractor understands and agrees to provide the above prior to starting any work at Beech Tower Homeowners Association.

Signature _____

Title _____

Date _____