

Professional HOA Consultants, Inc.

MANAGEMENT SERVICING HOMEOWNERS ASSOCIATIONS

8181 Mission Gorge Road, Ste. E

San Diego, Ca 92120-1600

Office: 619-229-0044

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MISSION MARTINIQUE HOMEOWNERS ASSOCIATION GUIDELINES FOR SUBMITTAL OF ARCHITECTURAL PLANS

The Architectural Committee strives to preserve the highest standard and quality of life for each owner within Mission Martinique Homeowners 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 or landscape 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: All satellite dishes require architectural approval. The dish is only allowed to be installed on the Exclusive Use patio cover, the Exclusive Use balcony, or on a free-standing tripod on the patio floor. No portion of the building stucco or Association maintained wood components can be penetrated for the installation of a satellite dish. Nothing can be attached to or secured to any portion of the Common Area, including the patio walls and stair railings/landings.
- 4) Include all insurance information specified on the attached Additional Insured Requirements page.

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,

Mission Martinique Homeowners Association
Architectural Review Committee

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Additional Insured Requirements for Mission Martinique Homeowners 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 Mission Martinique Homeowners Association.
- 5) Certificate holder shall be named as Additional Insured per above and made out to:

Mission Homeowners Association
aka Mission Martinique Homeowners Association
It's Board of Directors & Property Managers
8181 Mission Gorge Road, Suite E
San Diego, CA 92120

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

Signature _____

Title _____

Date _____