

## **Hye Park Homeowners Association**

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**23046 Avenida De La Carlota, Suite 700  
Laguna Hills, CA. 92653  
WWW.ACCELLPM.COM**

**(949) 581-4988  
FAX: (949) 581-9785  
EMAIL: HYPARK@ACCELLPM.COM**

### **GUIDELINES FOR SUBMITTAL OF ARCHITECTURAL PLANS**

The Architectural Committee strives to preserve the highest standard and quality of life for each owner within Hye Park Homeowners Association. Architectural approval must be given for structural or landscape changes prior to the start of any work. Some examples of items that generally need Architectural Approval are lawns, trees, shrubs, plants, ground cover, fencing, fountains, overhead trellises, patios, built-in barbecues, pools or Jacuzzis.

To hasten the approval process, please follow these guidelines:

1. Please complete a description of the proposed structural or landscape changes.
2. Include plans to scale that show:
  - Location of improvement to home & property lines
  - Complete dimensions of changes proposed
  - Description of materials and color scheme
  - Clearly marked plant types, sizes and quantities
  - (Please be courteous of others when considering the use of any plants or trees that may litter into other yards or the common area.)
3. Please submit the following:

Completed APPLICATION FOR ARCHITECTURAL IMPROVEMENTS FORM  
Three (3) sets of plans

A check in the amount of \$75.00 made payable to Accell Property Management for a non-refundable processing fee.

The plans will be sent for review and you will receive a written notice of the decision. Please note it may take up to thirty (30) days for the Architectural Committee review process. We therefore encourage applicant to begin this process well before the work is scheduled.

Sincerely,

Hye Park Homeowners Association  
Architectural Review Committee

# APPLICATION FOR ARCHITECTURAL IMPROVEMENTS

RETURN FORM TO: Hye Park Homeowners Association  
 (PLEASE PRINT CLEARLY) c/o ACCELL PROPERTY MANAGEMENT  
 23046 Avenida De La Carlota, Suite 700  
 Date \_\_\_\_\_ Laguna Hills, CA 92653

Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

<b>DESCRIPTION OF PROPOSED IMPROVEMENTS (attach plans):</b>

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 I will do no work that will change the existing drainage patterns. I am aware that any changes may result in substantial damage to adjacent properties.

I will assume the responsibility for any work under the above-proposed improvement that my contractors or I complete, which may, in the future, adversely affect adjacent properties. I will assume responsibility for all future maintenance of this addition or improvement.

1. **No Liability.** Neither the architectural committee, nor any members thereof, nor the date authorized representative, should be liable to any loss, damage or injury arising out of or in any way connected with the performance of the architectural committee's duties hereunder, unless to do the repugnant misconduct of the architectural committee.
  
2. **Plan Review.** This plan review does not encompass building code compliance or the City of San Diego Planning and Building regulations which is the sole responsibility of the owner. The owner in Hye Park is to be in compliance with the Declaration of Covenants, Conditions, and Restrictions for Hye Park.

\_\_\_\_\_  
Owner's Signature

The adjacent OWNERS have reviewed the proposed improvements. We understand that neighbor objections do not in themselves cause denial. The Architectural Committee may contact neighbors to consider their objections, if necessary.

	Print Name
(Signature)	Property Address
	Print Name
(Signature)	Property Address

<b>FOR OFFICE USE ONLY</b>	
Date received _____	Submitted to Arc Committee on _____
Approved _____	Denied _____
Decision Letter sent on: _____	
Comments: _____	