

**APPLICATION FOR APPROVAL
ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENTS**

Date: _____

Check one: ORIGINAL APPLICATION
 MODIFICATION TO APPLICATION DATED _____

Please send or e-mail this form along with copies of your proposed plans to:

**Mail To: Rosalena Owners' Association, Inc.
 c/o Avalon Management
 3618 Ocean Ranch Blvd
 Oceanside, CA 92056**

E-Mail To: Rosalena@AvalonWeb.com

Owner(s) Name: _____

Property Address: _____

Phone Number: _____ *E-mail: _____

*** We will e-mail you confirmation of receipt of your application**

BRIEF DESCRIPTION OF PROPOSED IMPROVEMENTS:

ESTIMATED TIME TO COMPLETE PROJECT AFTER APPROVAL: _____ Days

**PLEASE DO NOT CONTRACT TO HAVE THE WORK BEGIN
OR COMMENCE WORK PRIOR TO OBTAINING APPROVAL**

I/we understand that the proposed improvements may require a permit from the City/County Building Department or other government agencies and I/we will obtain all required permits before commencing any work. I/we agree that no work will change the existing drainage patterns. I/we are aware that any changes in the existing drainage pattern may result in substantial damage To adjacent properties, which I/we will be held responsible.

I/we assume the responsibility for any work, including conformity of completed improvements to the plans and specifications as approved by the Rosalena Architectural Committee and the satisfaction of any time limitations for their completion as may be specified in conjunction with such approval under the above proposed modification/improvement. Further, I/we assume full responsibility for any work which may, in the future, adversely affect adjacent properties and/or the Community Common Area. I/we will assume responsibility for all future maintenance of this modification, addition, improvement and/or landscaping.

(Owner Signature)

(Date)

(Owner Signature)

(Date)

**APPLICATION FOR APPROVAL
ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENTS
NEIGHBOR AWARENESS**

Owners: please refer to instructions on Form Page 3

Owner(s) Name: _____

Property Address: _____

BRIEF DESCRIPTION OF PROPOSED IMPROVEMENTS: _____

Dear Neighbors,

This form gives you an opportunity to convey your comments and concerns to the Rosalena Architectural Committee regarding the proposed improvements described above. Your comments will be considered as part of the application review. While your concerns are very important to this process, the application may be granted if the proposed improvements are in accordance with the provisions of the Community Documents.

Your signature below indicates that you have reviewed the plans for these proposed improvements.

Neighbor A
Name: _____
Address: _____
Signature: _____

Comments:

Neighbor B
Name: _____
Address: _____
Signature: _____

Comments:

Neighbor C
Name: _____
Address: _____
Signature: _____

Comments:

Neighbor D
Name: _____
Address: _____
Signature: _____

Comments:

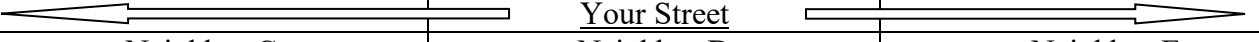
Neighbor E
Name: _____
Address: _____
Signature: _____

Comments:

NEIGHBOR AWARENESS

Owner Instructions:

This form is intended to advise your immediate neighbors of your proposed improvements and encourage their participation in helping us consider your application.

<u>Neighbor A</u>	<u>Homeowner</u>	<u>Neighbor B</u>
		
<u>Neighbor C</u>	<u>Your Street</u>	<u>Neighbor E</u>
	<u>Neighbor D</u>	

Neighbors A and B must review all applications. If the improvement is in your front yard, neighbors C, D, and E must also be contacted

THIS FORM MUST BE COMPLETED AND RETURNED WITH ALL APPLICATIONS.
 INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.
 DELAYS IN COMPLETING THIS FORM WILL RESULT IN A DELAY IN
 PROCESSING YOUR APPLICATION.

**NOTICE OF COMPLETION
ARCHITECTURAL AND/OR LANDSCAPING IMPROVEMENTS**

COMPLETION OF APPLICATION

Please e-mail or send this form, along with photos of completed work, if required, to:

Mail To: Rosalena Owner's Association, Inc.

E-Mail To: Rosalena@AvalonWeb.com

**c/o Avalon Management
3618 Ocean Ranch Blvd
Oceanside, CA 92056**

Owner(s) Name: _____

Property Address: _____

Phone Number: _____ E-mail: _____

DESCRIPTION OF IMPROVEMENTS COMPLETED:

THE IMPROVEMENTS DESCRIBED ABOVE WERE COMPLETED ON

_____ in accordance with the approved plans.

(Owner Signature)

(Date)

For Rosalena HOA Use:

{ } Approved; Work completed in accordance with approved plans. File Closed

{ } Work not in compliance with approved plans; see attached correspondence.

(Rosalena HOA Representative)

(Date)