



# ARCHITECTURAL CHANGE REQUEST "ACR"

Homeowners Association  
1190 Camino Copete  
San Diego, CA 92111  
(858) 277-5132

ACR #	_____
(To be issued by office)	

LOT # \_\_\_\_\_  
Date: \_\_\_\_\_  
Model Name: \_\_\_\_\_

## Section A: (For Homeowner Use)

Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

Complete Description and Location of change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor Name & License: \_\_\_\_\_ Attachments: Yes  No

## Section B (For Office Use Only)

Date received by office: \_\_\_\_\_ Date sent to committee: \_\_\_\_\_ Initial: \_\_\_\_\_

## Section C (For Committee Use Only)

Interim Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_

Conditions/Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section D: (For Homeowner Use - TO BE SIGNED UPON COMPLETION OF WORK ONLY)

Homeowner Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section E (For Committee Use Only)

Final Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_

Results: \_\_\_\_\_

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Homeowner Notified: \_\_\_\_\_ Initial: \_\_\_\_\_

**INSTRUCTIONS:**

1. **Complete Section A.** Drawings, schematics, descriptive literature, etc., should be numbered, attached to this request, and listed in Section A.
2. Present or mail ACR to the Association office. The ACR form must be submitted to the office four (4) business days prior to the Architectural Control Committee meeting.
3. The office will complete Section B and forward the request to the Architectural Control Committee.
4. The Committee will complete Section C and send a copy for your action.
5. Action after interim approval **must be completed within 90 days.** Requests for time extensions will be considered by the committee.
6. Upon completion of the change, **Complete Section D** and return it to the office.
7. When the ACC grants final approval in Section E, you will receive a copy of the completed form for your records.
8. Interim approval may be deferred pending resolution of previous architectural requests.

**CONDITIONS:**

It is hereby understood by the homeowner that Article V of the Friars Village Homeowners Association CC&R's will be adhered to with respect to the architectural change request contained herein.

**FURTHER:**

It is also understood by the undersigned homeowner and successors that Friars Village Homeowners Association shall be indemnified against any damage, loss claim or liability of any variety resulting or arising from the work done. Said indemnification shall include any costs both direct and indirect incurred by the homeowners association to correct any condition not conforming to the approved concept change as a result of poor workmanship or design. Requestor assumes all responsibility for structural integrity. Approval by the committee of the change/sketches or completed work does not imply approval or structural integrity or design. Requestor is responsible for obtaining necessary city permits when applicable, and the original or photocopy shall be attached to this request form. Homeowner will provide the committee with a copy of the city's final inspection certificate as applicable.

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**HOMEOWNER SIGNATURE**

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**DATE**

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