

VILLA SAN JUAN HOMEOWNERS ASSOCIATION, INC. (VSJ HOA)

33831 Camino Capistrano Office, San Juan Capistrano 92675 916-933-3478

Request by Member for Architectural & Space Improvement

Name: _____ Space: _____ Phone: _____ Request Date: _____

Select all that apply:

☐ New Home ☐ Paint ☐ Landscape ☐ Hardscape ☐ Other _____

Specific Improvement: _____

Submit: Plans/Drawings/Color Samples/Photos/Etc. for committee review **45** days prior to any commencement of work.

The committee has monthly meetings. Example forms and guidelines are available at <https://VillaSanJuan>

Agreement:

1. **ALL IMPROVEMENTS MUST BE HOA APPROVED in advance** and in writing prior to any work or changes.
2. The VSJ HOA is not responsible for any private space issues/damages/litigations/etc.
3. The VSJ HOA will be held harmless in all private contractor/construction issues.
4. Member and any hired contractors are responsible for ALL permits, insurance, etc.
5. Member and/or contractor is responsible for determination/location of any existing underground utilities and any damage thereto (water/gas/electrical).
6. Drainage issues should be considered so as not to puddle/divert runoff to any neighbor.
7. The Member is completely responsible for keeping the park and space clean and neat at all times.
8. All work must be completed within 180 days of approval.
9. Please use common sense and care when improving the park and neighborhood.
10. No spray painting on windy days, pick-up construction debris daily, M-F 8-5pm, etc.
11. Guest parking pass available for contractor/member in lieu of street parking.
12. All submitted documents will **NOT** be returned and will become property of VSJ HOA.

Members Signature & Acceptance of above Agreement:

Typical Permitting Agencies
Coach Improvements:
Housing & Community Development
800-952-8356
Solar ReRoof Door Window Foundation
Exterior Improvements:
City of San Juan Capistrano
949-443-6347
Deck Stairs Steps Egress Awning
Concrete Slabs * Plants Paint Gutters
see <https://VillaSanJuan/Permits>

Deliver this signed form and any documents to the clubhouse office slot, then call a board member for a timely pickup.

=====Committee/Board Acknowledgement Approval Below=====

Date Form Rec'd: _____ Approval: _____

Form ArchitecturalRequest:12-13-2025 (available online at <https://VillaSanJuan>)