

**APPENDIX B**

***Encinitas Ranch Community Association***

***Architectural Committee***

**Notice of Completion**

*c/o N.N. Jaeschke  
9610 Waples Street  
San Diego, CA 92121-2992*

*(858) 550-7900  
(800) 448-7601  
FAX (858) 550-7929*

Date \_\_\_\_\_

Owner \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**Submittal Requirements:** Please check to signify you have completed and/or included each item required.

- Completed and Signed Notice of Completion**
- Digital Photographs of the Completed Work**
- Copies of all permits if not already provided**
- Description of any modifications made to the work approved under the Application for Improvement.**

**Submittal Method:** This NOC must be submitted to the AC through the Management Company via mail at the address listed above or via e-submittal to: customersupport@nnj.com . The Management Company will forward this NOC to the AC for review.

**Process:** The AC will schedule an onsite inspection of the completed work within 30 days of receipt of this NOC to determine whether the improvements are substantially in compliance with the approved plans and specifications. Notice of acceptance or noncompliance will be sent to homeowner within 30 days of the actual inspection date. Please refer to Chapter 6 of the Architectural Standards and Guidelines for more information.

I/we certify that the improvement work at the above described property was completed in full on \_\_\_\_\_ (date), and that the work is in conformance with the Conditions of Approval issued by the Architectural Committee, based on the undersigned owner's submitted plans.

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

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

**FOR OFFICE USE ONLY**

Date received \_\_\_\_\_

Submitted to AC on \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Decision Letter sent on: \_\_\_\_\_

ERCA Notice of Completion  
March 16, 2018