APPENDIX B

Encinitas Ranch Community Association
Architectural Committee
<u>**Notice of Completion**</u>

c/o Curtis Management Company   *(760) 643-2200*
5050 Avenida Encinas, Suite 160
Carlsbad, CA. 92008

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:pcampbell@curtismanagement.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:_____