

APPENDIX B

Encinitas Ranch Community Association

Architectural Committee

Notice of Completion

*c/o Keystone Pacific
5050 Avenida Encinas, Suite 160
Carlsbad, CA. 92008*

(760) 643-2200

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@keystonepacific.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
Sept 02 2025