

**HORIZONS - MARINA DISTRICT ARCHITECTURAL COMMITTEE**  
**The Architectural Change Request Packet**

**Notice of Completion**

The Owner shall give written notice of completion of work to the Architectural Committee.

Submit your notice to the Architectural Committee by dropping it in the designated box in the North Tower lobby and mail a copy to:

Horizons – Marina District Architectural Committee  
C/O Action Property Management  
555 Front Street  
San Diego, CA 92101

Within 30 days of receiving notice of completion, the Architectural Committee, or its duly authorized representative, shall have the right to enter into the Unit to inspect the completed work to determine whether all work was completed in substantial compliance with the improvement/modification described in the approved Request for Architectural Approval, including all attachments thereto.

If the Architectural Committee, or its duly authorized representative, finds that the work was not completed in substantial compliance with the approved Request for Architectural Approval, the Committee will notify the Owner in writing within 30 days of the inspection, specifying the particulars of non-compliance, and shall require the Owner to remedy such non-compliance.

If the Architectural Committee fails to notify the Owner of any non-compliance within 60 days of receiving the Notice of Completion from the Owner, all work described in that Notice shall be deemed to be in substantial compliance with the approved Request for Architectural Approval.

Date of Completion: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Description of Completed Improvement/Modification: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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**ARCHITECTURAL COMMITTEE**

Date Notice Received: \_\_\_\_\_ Unit Inspected: Yes / No (circle one)

Date of Inspection: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Substantial Compliance: Met / Not Met (circle one)

Comments on inspection (if any) or particulars on non-compliance: \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_