



Rancho Serrano Homeowners Association

Architectural Submission Procedure and Requirements

1. All requests (“Requests”) for Architectural Committee approval are to be made on the standard Rancho Serrano Home Improvement Form (Exhibit A).
2. Submission of Requests. All Requests are to be submitted to the Rancho Serrano Architectural Committee, c/o Avalon Management, 43529 Ridge Park Drive, Temecula, California 92590.
3. Construction Drawings. Plans and specifications for works of improvement must be prepared in accordance with the applicable building codes, and with sufficient clarity and completeness to enable the Architectural Committee to make an informed decision on your request.
4. Submission of Application or Improvements. Please forward three (3) sets of your proposed plans and specifications, together with the standard Rancho Serrano Home Improvement Form (Exhibit A) and the Impacted Neighbor Statement (Exhibit B) along with the following information to the Architectural Committee to constitute a complete Application. Please mail this information to the address noted above in item #2. One (1) set will be returned to you after completion of the review. The following information constitutes a complete application package.
 - a. Plot plan drawn to scale showing the following:
 - i) All proposed improvements and relevant elevations, including existing or planned “slopes” together with the desired location of such improvements to dwelling and property lines.
 - ii) Complete dimensions of the proposed improvements.
 - iii) Public streets, with the names that are contiguous to the property.
 - b. Description of materials to be used, including the proposed color scheme and pattern. Material samples should be provided; color samples must be provided.
 - c. Grading plans (if applicable) must establish where the drainage pattern might be altered by the proposed improvements. Note: All grades and drains must comply with CC&Rs Section 9.2.12.
 - d. Floor plans (if applicable) showing overall dimensions and area of improvements reflecting your preliminary design concept.
 - e. Description of proposed construction schedule.
 - f. Landscape plan and working drawings (if applicable).
 - g. If proposed improvements require access over the Common or Community Areas or Community Facilities for purposes of transporting labor or materials, prior written permission shall be required from the Association. Any such requests must be filed with the Community Board prior to the commencement of your improvements.
 - h. Any other information or documentation deemed to be necessary by the Architectural Committee in evaluating your request.

EXHIBIT A (Page 1 of 2)
HOME IMPROVEMENT FORM

Mail to: Rancho Serrano Homeowners Association
c/o Avalon Management Group
43529 Ridge Park Drive
Temecula, CA 92590

Lot # _____
Tract # _____
Close of Escrow: _____

Owner Information:

Name _____ Home Phone _____
Site Address _____ Work Phone _____
Has work already been started? _____

PROJECTS BEING SUBMITTED: (Please check all appropriate items)

- | | |
|---|--|
| <input type="checkbox"/> Air Conditioner (Relocation) | <input type="checkbox"/> Shed or Green House |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Slabs/patio/walkways | <input type="checkbox"/> Trees |
| <input type="checkbox"/> Wood Deck | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Drains (if altering existing grade) | <input type="checkbox"/> Side <input type="checkbox"/> Front <input type="checkbox"/> Back |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Patio Cover |
| <input type="checkbox"/> Fence(s) or | <input type="checkbox"/> Exterior Painting (<i>Should it not match existing color</i>) |
| <input type="checkbox"/> Walls (Retaining, Sitting, Etc) | <input type="checkbox"/> Playset or Playhouse |
| <input type="checkbox"/> <input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear | <input type="checkbox"/> Spa and Equipment* |
| <input type="checkbox"/> BBQ, Fire Pit, Fireplace | <input type="checkbox"/> Pool and Equipment* |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Water Features (Fountain, Waterfall, Pond) |

- *All pool and spa equipment must have a sound barrier if the noise level exceeds 70 decibels at a distance of 3 feet from equipment.*

PLEASE FILL IN DETAILS BELOW IF NOT SHOWN ON PLANS:

Are existing improvements shown on plans? _____
Names of plants _____
Type of materials used _____
Type of wood surfaces _____
Color scheme _____
Impacted Neighbor Statement attached? _____ Three copies of plans attached? _____

NOTE: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the County of Riverside. The review is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. Owner may also need to acquire approval from the County of Riverside for permission to encroach within County easement.

The applicant has been provided with copies of all the Rancho Serrano's CC&Rs, Rules, Guidelines and agrees to be bound by and comply to the same.

If this application is for work that has already been started or completed, the Owner hereby forever agrees to indemnify, defend, and hold harmless the Rancho Serrano Homeowners Association, it's Committees and managing agent for any and all claims, without limitation against any and all claims or challenges regarding such work.

Signature of Owner/Applicant _____ Date: _____

DO NOT WRITE BELOW THIS LINE

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- ___ Sound baffle to be constructed around entire pool/spa equipment.
- ___ Do not pour concrete against existing fences.
- ___ Do not backfill against existing fences.
- ___ Core drill through curbs for drainage.
- ___ Submit originally reviewed plans with revised drawings.
- ___ Maintain existing drainage pattern or provide alternative drainage method.
- ___ _____ must be painted to match existing stucco or trim.
- ___ Solid patio covers must match style and/or color of existing roof of house.
- ___ Resubmit patio cover with additional dimensions and elevation.
- ___ All lighting must be low wattage or low voltage.
- ___ Add root barriers to all fence line trees.
- ___ BBQ, Fire Pit or Fireplaces must be gas. No wood burning permitted.
- ___ Front yard must be maintained during work and/or must be landscaped immediately following completion of all work.
- ___ Recommend Concrete installed in front yard match existing color of driveway.
- ___ Driveway extensions may not exceed 2 feet on either side.
- ___ Block walls placed in front yard must be one color and must match color of STUCCO / EXISTING WALLS
- ___ Walls in front yard may not exceed 3 feet in height.

THE ARCHITECTURAL COMMITTEE HAS DETERMINED THAT THE ABOVE SUBMITTED IS:

_____ Approved as submitted.

_____ Approved with the following conditions:

_____ Disapproved as submitted.

Additional Comments: _____

ARCHITECTURAL COMMITTEE

DATED: _____

INITIALS: _____, _____, _____, _____, _____, _____

EXHIBIT B Page 1 of 2
IMPACTED NEIGHBOR STATEMENT

It is the intent of the Architectural Committee to notify neighbors on any improvements, which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the Architectural Committee's decision.

1. Definitions: Facing Neighbor, Adjacent Neighbor, and Impacted Neighbor.

Facing Neighbor: Means the three (3) homes most directly across the street.

Adjacent Neighbor: Means all homes with adjoining property lines to the Lot in question.

Impacted Neighbor: Means all homes in the immediate surrounding area, which would be affected by the construction of any improvements.

2. Improvements Requiring Notification

Any exterior improvements, including but NOT limited to exterior painting.

3. Statement

The Facing, Adjacent and Impacted Neighbor Notification Statement set forth on the next page (Exhibit "B") must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

EXHIBIT B Page 2 of 2
RANCHO SERRANO HOMEOWNERS ASSOCIATION
FACING, ADJACENT AND IMPACTED NEIGHBOR NOTIFICATION STATEMENT

The attached plans were made available to the following neighbors for review:

Impacted Neighbor	Impacted Neighbor
Name	Name
Address	Address
Signature	Signature
Date	Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor		Adjacent Neighbor
Name		Name
Address		Address
Signature		Signature
Date		Date

Your Street - Front of Home

Facing Neighbor	Facing Neighbor	Facing Neighbor
Name	Name	Name
Address	Address	Address
Signature	Signature	Signature
Date	Date	Date

My neighbors have seen the plans I am submitting for Architectural Committee approval (see above verification). If any neighbor has a concern, they should notify Avalon Management in writing. Please note that neighbor objections do not in themselves cause denial of the plans, however, those concerns may be considered by the Committee. All above boxes must be filled out whether or not a signature has been obtained.

SUBMITTED BY:

Name: _____ Date: _____

Address: _____

Home Phone: _____

**RANCHO SERRANO HOMEOWNERS ASSOCIATION
EXHIBIT C
NOTICE OF COMPLETION**

Rancho Serrano Homeowners Association
c/o Avalon Management
43529 Ridge Park Drive
Temecula, California 92590

Re: Application #: _____

Notice is hereby given that:

The undersigned is the owner(s) of the property located at:

(Street Address)

(City)

The work of improvement on the described property was COMPLETED ON THE ____ day of _____, 20__ in accordance with the Architectural Committee's written approval of the above owner's plans and submitted package.

Signature of Owner: _____

Dated: _____

Phone #: _____

Best Time to Contact
For Final Inspection: _____