

**RANCHO HIGHLANDS  
COMMUNITY ASSOCIATION**

**EXTERIOR PAINT – Existing Color - NOTIFICATION FORM**

Date: \_\_\_\_\_

Applicant Name (Print): \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Applicants Mailing Address (if different from above): \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

List existing color(s) and attach color samples if not already on file:

\_\_\_\_\_

- Please provide a **current** photo of the home along with this form.

Dear Rancho Highlands Community Association Managing Agent, Board of Directors & Architectural Control Committee:

You are hereby advised that we propose to paint the exterior of our home at the above noted site address the same color as the existing color. We shall complete the improvement within 120 days and shall submit a Notice of Completion Form and photos to the Association when the work is done.

We hereby certify that should the Board of Directors determine that the home **is not** painted exactly the same color as existing, I/we the Owner(s) of Record shall be responsible to change the color at my/our own expense.

Signature (s) of Owner (s): \_\_\_\_\_

\_\_\_\_\_

You may email this form and supporting documents to Avalon Management, [tarc@avalonweb.com](mailto:tarc@avalonweb.com)



## Exterior Home Improvements - digital submissions

Avalon Management provides the opportunity to submit applications digitally. Please review the following steps to submit your Architectural (ARC) Request below.

Avalon Portal submission:

1. Avalon – Online Portal. Please visit [www.ranchocommunity.com](http://www.ranchocommunity.com) to create/log on to your account through “My Account”.
2. Once logged into the account you will select “Submit a New Request” located on the bottom of the page. Then select ARC Request.
3. Please make sure you upload the Architectural Home Improvement application and supporting documents before submitting.
4. After submission of the ARC Request you will be able to view your submission, receive updates on the application, leave messages, upload more documents, etc.
5. Please note a common error for all submissions, is file size. The system will not allow submission if the file size exceeds 25MB. If there are any difficulties, you may break up the application into multiple attachments.
6. Having troubles? Please review our Homeowner videos at [www.avalonweb.com](http://www.avalonweb.com). You may also view the link here: <https://www.avalonweb.com/how-to-submit-an-arc-application.html>

Email Submission:

1. Please ensure your Architectural Home Improvement application and supporting documents are complete.
2. Please email [tarc@avalonweb.com](mailto:tarc@avalonweb.com).

Home Improvement applications are available to be digitally filled out. However, the Neighbor Awareness page within the document may need to be printed.

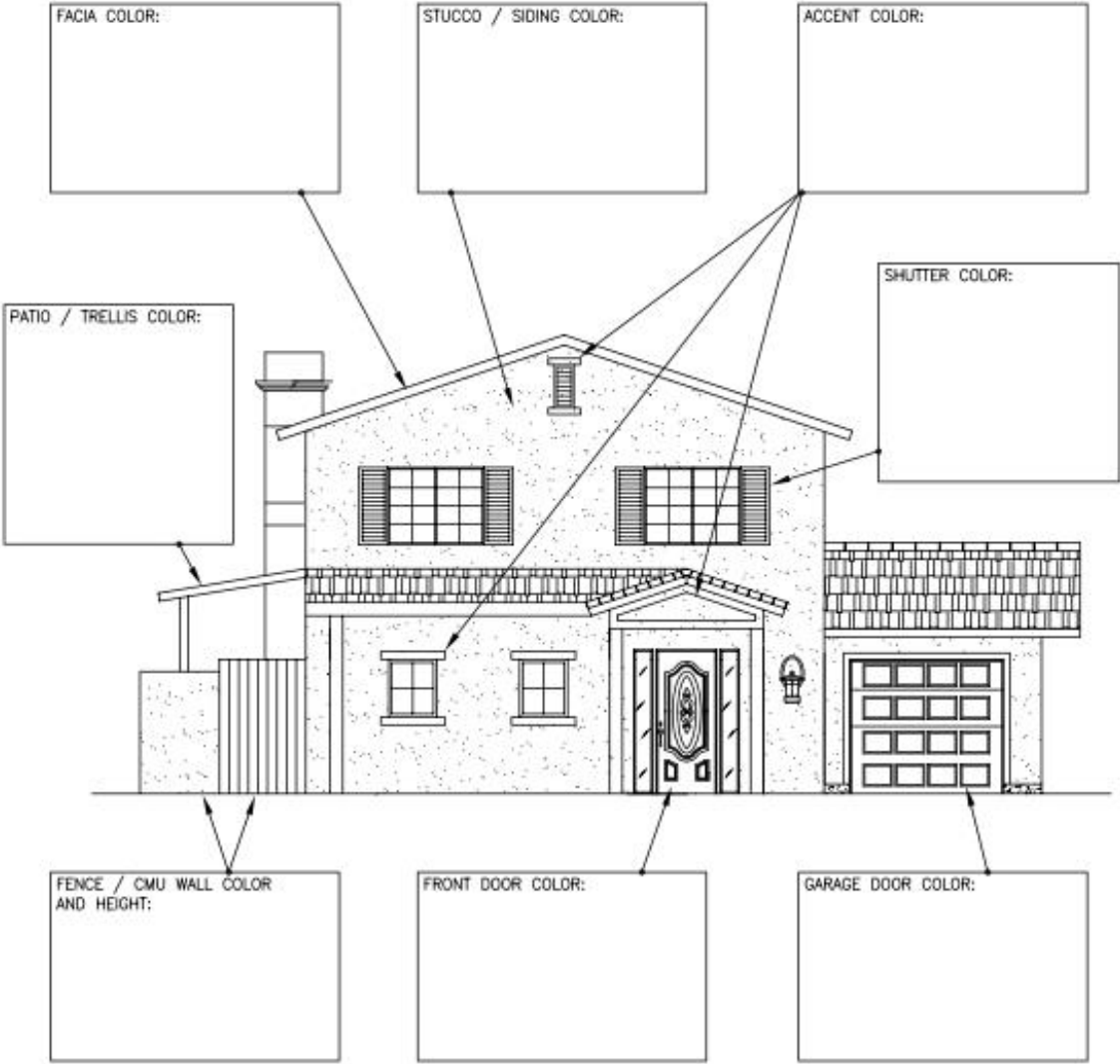
If you need a hard copy please reach out to Management and we can mail you a copy, or you may pick one up at our office located at the address below.

*We appreciate your willingness to improve the exterior of your home and look forward to assisting you through the process with the Homeowners Association.*

Rancho Highlands Homeowners Association - Architectural Committee  
c/o Avalon Management  
43529 Ridge Park Drive  
Temecula CA, 92590

Phone: 951-699-2918

**EXHIBIT D**  
**EXTERIOR PAINT SELECTION DIAGRAM**



ADDITIONAL NOTES or COMMENTS:

***RANCHO HIGHLANDS  
COMMUNITY ASSOCIATION***

**ARCHITECTURAL PROJECT NOTICE OF COMPLETION**

Name(s) of Owner: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Telephone Number: \_\_\_\_\_

Type of Improvement Completed: \_\_\_\_\_

Project Address: \_\_\_\_\_

I or We the owner(s) of the above property do hereby state that the subject project was completed in accordance with the approved Plans and that no changes or alterations were incorporated.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**PLEASE SUMIT A PHOTO OF THE COMPLETED IMPROVEMENT WITH NOC.**