

EXHIBIT B (Page 1 of 2)
ARCHITECTURAL APPROVAL APPLICATION

Rancho Highlands Community Association ARC # _____
c/o Avalon Management Group
43529 Ridge Park Drive
Temecula, CA 92590

Date: _____

Applicant Name: _____

Site Address: _____

Telephone Number : (____) _____ Email: _____

Applicants Mailing Address: _____

Modification Requested: _____

Desired Commencement: _____ Estimated Project Duration: _____

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 _____

Neighbor Notification Statement attached? _____

Exterior paint applications. The Association recommends owners select colors found in the community color palettes or original tract merchant colors. Any change of color will require the “Exterior Paint Color Diagram” (Exhibit D), and the “Neighbor Notification Statement” (Exhibit C) be submitted with the application. The community color palettes can be viewed at the Association office and the Dunn Edwards paint store. (www.ranchocommunity.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 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. 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.

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 B (Page 2 of 2)
ARCHITECTURAL APPROVAL APPLICATION

Architectural Control Committee:

You are hereby advised that the work described above is proposed and approval is requested. Attached is a drawing of the work to be done including materials to be used. We understand that the city of Temecula requires building permits for home improvements. This is the homeowner's responsibility to secure. We agree to hold Rancho Highlands Community Association harmless from any liability, damage and/or loss resulting from the construction or performance of the proposed modification, whether or not constructed pursuant to approved plans, drawings, and/or specifications.

Notice of Completion:

Applicant acknowledges and understands that receiving approval for any improvement project from The Architectural Control Committee is a "Notice to Proceed" and does not mean that the ACC will automatically accept a Notice of Completion (NOC) at the conclusion of the project. All projects are solely the responsibility of the individual homeowner to meet all the requirements of the CC&R's, Rules and Regulations, and Community Handbook as well as any ACC conditions of approval. If the project fails to meet all the requirements, no NOC will be accepted. Failure to follow these requirements may result in the need for minor, to potentially significant modifications to the project as constructed before a NOC is accepted by the Association and the project is considered to be in compliance.

Signature (s) or Owner (s): _____

EXHIBIT C (Page 1 of 2)
NEIGHBOR NOTIFICATION 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. The Committee and/or the Board may waive the requirement for neighbor notification on an individual basis. 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 "C") must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

EXHIBIT C (Page 2 of 2)
NEIGHBOR NOTIFICATION STATEMENT

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

Impacted Neighbor	
Name	
Address	
Signature	Date

Impacted Neighbor	
Name	
Address	
Signature	Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor	
Name	
Address	
Signature	Date



Adjacent Neighbor	
Name	
Address	

Your Street - Front of Home

Facing Neighbor	
Name	
Address	
Signature	Date

Facing Neighbor	
Name	
Address	
Signature	Date

Facing Neighbor	
Name	
Address	
Signature	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.

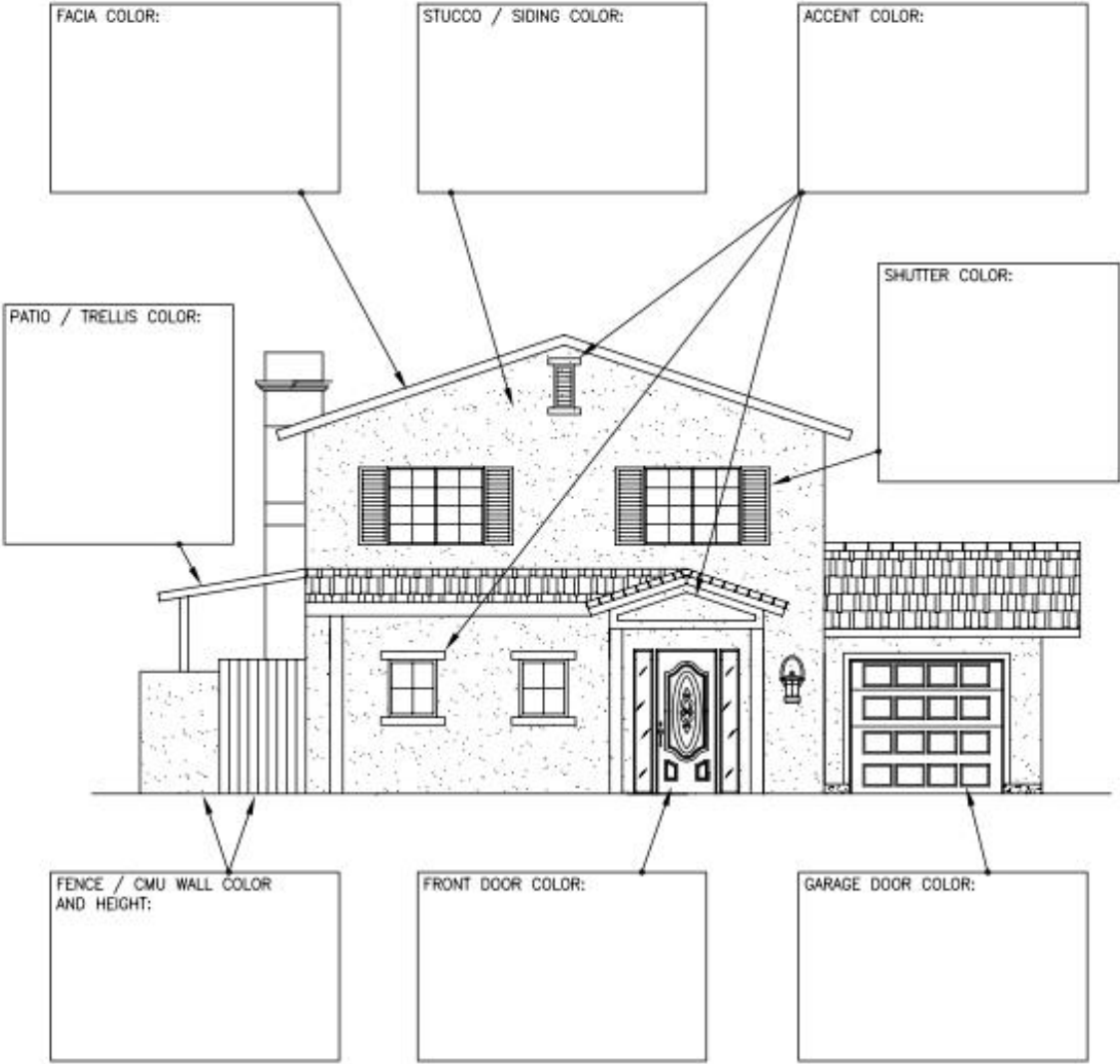
SUBMITTED BY:

Name: _____ Date: _____

Address: _____

Home Phone: _____ Email: _____

EXHIBIT D
EXTERIOR PAINT SELECTION DIAGRAM



ADDITIONAL NOTES or COMMENTS:

<p>EXHIBIT E NOTICE OF COMPLETION</p>

Rancho Highlands Community Association Architectural Project Notice of Completion

Name(s) of Owner: _____
 Print Name

 Print Name

Telephone Number: _____ Application #: _____

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

For Committee Use

Date of Final Inspection: _____

Property is in: _____ Compliance _____ Non-Compliance

Reason(s):

Architectural Control Committee Signatures:

Member: _____	_____	_____
Print Name	Signature	Date

Member: _____	_____	_____
Print Name	Signature	Date

Member: _____	_____	_____
Print Name	Signature	Date