

**RANCHO HIGHLANDS COMMUNITY ASSOCIATION**

**EXTERIOR PAINT NOTIFICATION FORM**

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

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

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

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

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

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

Contractor / Company Name: \_\_\_\_\_

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 notify the Association when the work is complete.

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

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

\_\_\_\_\_



## 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.

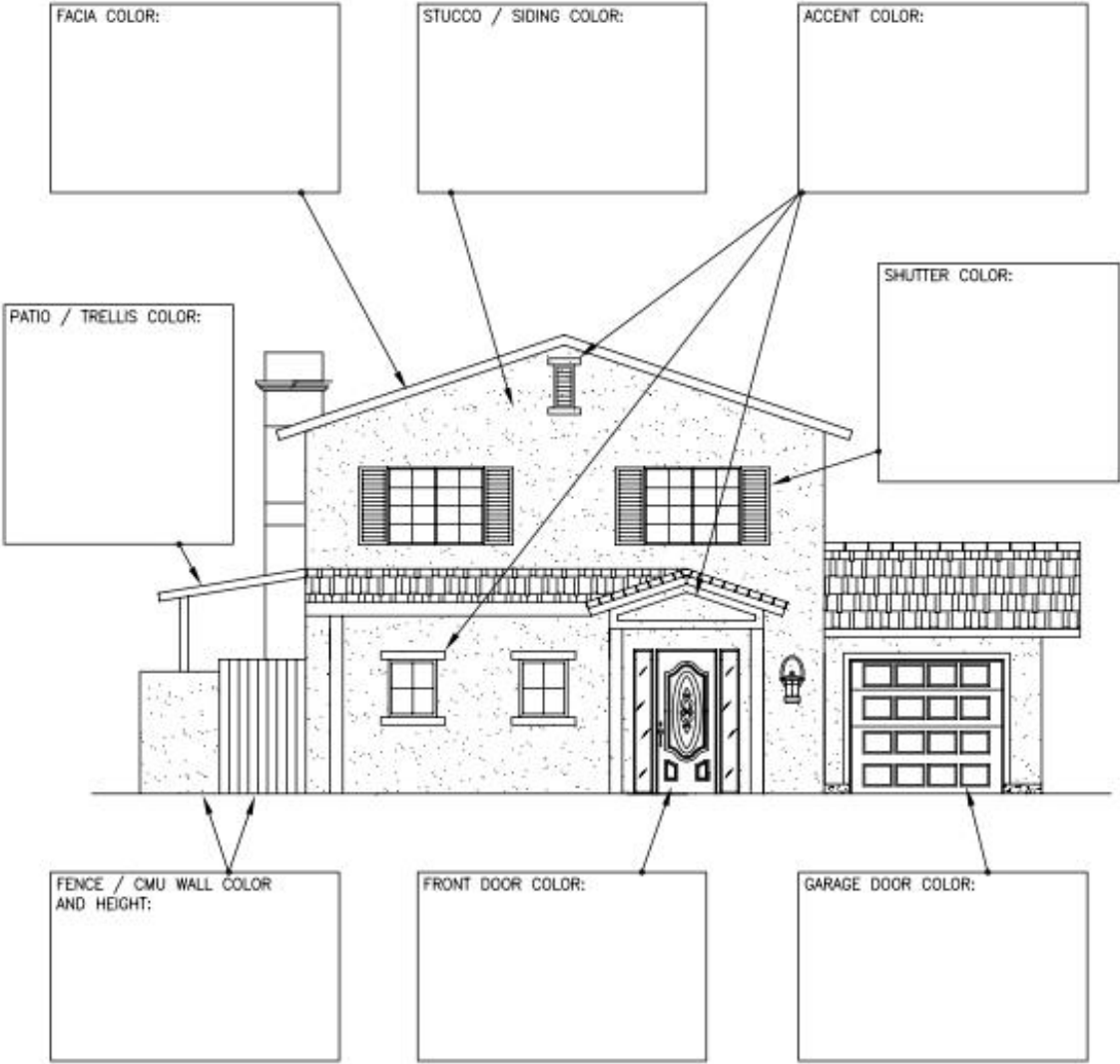
If you need a hard copy please reach out to Management and we can mail you a copy, or you may pick one up at our office located at the address below.

*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: