

GlenOak Hills Community Association

Architectural Control Committee c/o Avalon Management

43529 Ridge Park Drive, Temecula, CA 92590, PH: 951-699-2918, FX: 951-699-0522

Application for Improvement of Property

Today's Date: _____

Property Owner(s) Name(s): _____

Property Address: _____, Temecula, CA

Mailing Address: _____

Contact Phone Number(s) Home: _____ Work: _____

Cell: _____ Email Address: _____

GlenOak Hills Account No.: _____ (Account No. can be found on your dues statement)

Description of Proposed improvement(s): _____

Estimated Start Date: _____ Estimated Completion Date: _____

Contractor: _____ Contractor's Phone No.: _____

To the Architectural Control Committee:

Approval is hereby requested for the above-described improvement. I (We) acknowledge any damage to our property or other property is to be paid by the property owner. I (We) agree to hold the Association and members harmless from any liability, damage, and/or loss resulting from the construction or performance of the proposed improvement, whether or not constructed pursuant to the approved plans, drawings and/or specifications.

Signature(s) of Property Owner(s): _____

Instructions for Submitting Your Application:

- Please fill in the above information completely and then submit this form and two copies of the drawings of all work proposed, as well as any other pertinent information, to Avalon Management, at the address given above. One copy will be retained for the ACC's files and the other copy will be returned to you. Please do not give your application to ACC members, Board members, or any other homeowners.
- Attending the ACC meeting at which your application is being reviewed may help expedite the process and/or may help you understand the ACC's procedures. Avalon Management can inform you of the ACC's meeting schedule.
- Once the ACC has approved/disapproved your application, you will receive written notice from Avalon Management informing you of the ACC's decision. **Do not begin your project until you receive WRITTEN approval from the ACC.** Please call Avalon Management if you need information before receiving your notice.
- Please plan ahead so that you have allowed enough time for the ACC to review your improvement application. According to the GlenOak Hills CC&Rs, the ACC has 30 days to notify property owners of approval/disapproval of improvement plans. The 30-day period begins on the business day on which Avalon Management receives the application, and the date of notification is the postmark date of your approval/disapproval notice.

***** For ACC use only - Please do not write in this box *****

Your application was reviewed at the ACC meeting on

_____ where it was decided

that your application is:

☐ Approved ☐ Disapproved

☐ Other: _____

(Place ACC stamp above if approved)

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Submittal information:

1. Two sets of plans in accordance with the requirements of the Covenants, Conditions, and Restrictions (CC&R's) of the GlenOak Hills Association must be submitted for all improvements, grading, landscaping, and structures, including fences and gates. All structures must have a front elevation view with dimensions.
2. Grading, house and building plans shall be the kind and size submitted to the County of Riverside for approval. House and building plans should contain the front, rear, and side elevation and all of the requirements in the CC&R's such as the size, shape, square footage and other dimensions. The maximum structure to grade height is 18 feet. Building plans must be of the quality and design generally associated with custom homes and have a California Licensed Architect's stamp and original signature of responsibility.
3. The types of building materials should be indicated of the proposed and existing structures and, if possible, color samples and photographs should be included of both. Roofs must be either mission (clay), concrete tile or Met-tile for outbuildings.
4. A plot map showing the location of proposed and existing structures with setback dimensions front, back, and side property lines must be submitted.
5. List of any equipment and materials that will be stored on the property during construction (i.e. flatbed trailers, dumpsters, porta potties, tractors, etc.) and the estimated duration they will be on the property during construction.
6. A plot map showing the location of proposed storing locations of any equipment and materials that will be stored on the property during construction that will limit visibility from the street and neighboring lots as much as possible.
7. Incomplete documentation plans or specifications will not be reviewed or considered by the Committee for approval.
8. The ACC meets as far apart as 30 days so allow enough time for your submittal.
9. This document is not a substitute for reading the CC&R's, nor is it a guarantee plans will pass ACC review.

Excerpt from the CC&Rs ARTICLE III, ARCHITECTURE CONTROL COMMITTEE:

CC&R 3.02. Committee Approval. No building, fence, planting, or landscape program, sign, excavation, grading, land clearing, or other improvement shall be erected, placed, altered or performed on any parcel until the construction plans and a plot plan showing the location of the building or improvement on the parcel have been approved by the Committee as to the quality of workmanship and materials, harmony of exterior design with existing structures, location, enhancement of (or detraction from) the value of surrounding parcels and general esthetic appearance. Plans for major building as outlined in section 4.07 shall have a California licensed architect's stamp and original signature of responsibility. After the construction plans, specifications, and other data have been approved, members of the ACC may enter upon the parcel to inspect progress of the improvement and to determine if construction is proceeding according to the approved plans.

If construction is not commenced in accordance with Approved Plans within one hundred eighty (180) days of the date upon which plans were approved or deemed approved then the Committee may withdraw its approval of the plans specification.

CC&R 3.03. Liability of the Committee. Neither The Association, the members of the Committee or its representative, their successors or assigns, shall be liable in damages to anyone submitting plans to them for approval, or to any Owner or lessee of any parcel affected by the Declaration, by reason of mistake in judgment, negligence or nonfeasance arising out of or in connection with the approval or disapproval or failure to approve any plans submitted. Every person who submits plans to the Committee for approval agrees by submission of such plans, and every Owner or lessee of any parcel within Subject Property agrees, by acquiring title thereto or interest therein, that he will not bring any action or suit against The Association, the members of the Committee, or its representative, to recover any such damages.



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 <https://www.myglenoak.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 tarc2@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.

Glenoak Hills Community Association
C/O Avalon Management
43529 Ridge Park Drive
Temecula, CA 92590
Phone: (951) 699-2918

Application for Improvement of Property

Checklist

ACC APPROVALS ARE REQUIRED FOR ALL IMPROVEMENTS

Before submitting your proposed improvement, ensure you have included the following:

A plot plan showing:

_____ The location of all existing and proposed improvements and structures.

_____ The location of all equipment and materials to be stored during the duration of construction.

Setbacks to all property lines.

- Minimum Structure setbacks of 35' from all street property lines, 20' from all adjoining property lines, 40' from a street intersection.
- Entry Gates: 35' from center line of street.
- Fences and trash enclosure setback is 30' to the centerline of the street and may be placed on property line (along the street the property line in this context is 30' from the street center line.)
- Corrals, Outbuildings, Pastures, Dog Runs and Cages must be 20' from all adjoining property lines.

_____ The location of your land on the enclosed map.

_____ An elevation view showing your proposed improvements.

_____ Dimensions: height, width, depth.

_____ Roof, trim, and wall color and material of proposed structures.

_____ Roof, trim, and wall color and material of existing structures.

_____ A color photo of your house.

_____ Color samples or a color photo of your proposed structures, these must match your house.

_____ Roof height is 18' maximum to top of grade.

_____ Roofs must be mission (clay) , concrete tile or Met-Tile (may be used for structures that will not be inhabitable by humans and are not attached to the main house):

- ☐ Mission (clay)
- ☐ Concrete Tile
- ☐ Met-Tile (For outbuildings and horse shelters)

_____ Not a metal accessory building.

_____ Must be the quality and design associated with custom homes.

_____ List of all proposed equipment and materials that will be stored on the property during construction.

In addition for houses:

_____ Plans the kind and size submitted to the County of Riverside that bear an original architect's stamp.

_____ Square footage of the living space depicted: minimum 2500.

_____ Square footage of the garage depicted: minimum 440.

_____ Not a duplicate of another GlenOaks home.

_____ Roof height is 18' maximum to top of grade.

_____ Fencing should be wood post and rail or vinyl post and rail and may be placed on property line. May be faced with wire. Check option below:

- ☐ Wood Post and Rail - Minimum 4"x4" Posts and 2"x6" rails (sizes may vary slightly)
- ☐ Vinyl Post and Rail - Minimum 4"x4" Posts and 2"x6" rails
- ☐ Other materials and dimensions will be considered on a case by case basis.

_____ Corrals or Pastures of wood or vinyl post and rail or pipe - Check option below:

- ☐ Wood Post and Rail - Minimum 4"x4" Posts and 2"x6" rails (sizes may vary slightly)
- ☐ Vinyl Post and Rail - Minimum 4"x4" Posts and 2"x6" rails
- ☐ Other materials such as pipe may be considered for approval, however, must be within approved perimeter fencing.

GLENOAK HILLS COMMUNITY ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE ("ACC")
PLAN SUBMITTAL PROCEDURE

1. Obtain Application for Improvement of Property Form from Avalon Management, 43529 Ridge Park Drive, Temecula, CA 92590 or from the website at www.myglenoaks.com.
2. Submit completed application form and two sets to the Association c/o Avalon Management. Incomplete submittals may delay approval of your plans.
 - A. Two sets of plans must be submitted for all improvements, grading, landscaping and structures, including fences and gates. All structures must have a front elevation view with dimensions.
 - B. Grading, house and building plans shall be the kind and size submitted to the County of Riverside for approval. House and building plans should contain the front, rear and side elevations and all of the requirements in the CC&Rs such as the size, shape, square footage and other dimensions. The maximum structure to grade height is 18 feet. Building plans must be of the quality and design generally associated with custom homes and have a California Licensed Architect's stamp and original signature of responsibility.
 - C. The types of building materials should be indicated of the proposed and existing structures and if possible, color samples and photographs should be included of both. Roofs must either be mission(clay) or concrete tile. Met-tile may be used for structures that will not be inhabitable by humans and are not attached to the house.
 - D. A plot map showing the location of proposed and existing structures with setback dimensions from front, back and side property lines must be submitted.
 - E. The ACC meets as far apart as 30-days, so homeowners should allow enough time for your proposals to be reviewed.
 - F. This document is not a substitute for reading the CC&Rs, nor is it a guarantee plans will pass ACC review.
3. The ACC will approve/disapprove plans within 30-days from date of receipt.
4. If construction is not commenced in accordance with the Approved Plans within one hundred eighty (180) days of the date upon which the plans were approved or deemed approved, then the ACC may withdraw it's approval of the plans and specifications.
5. After commencement of construction of any structure or improvements, the work thereon shall be diligently procecuted, to the end that the structure or improvements shall not remain in a partly finished condition any longer than reasonably necessary for completion thereof.
6. The single-family residence shall contain a minimum of twenty-five hundred (2500) square feet, excluding the garage and overhangs. A fully enclosed garage, containing at least four-hundred forty (440 square feet, is required.
7. No building structure shall be more than one (1) story in height or exceed eighteen (18) feet in height above the graded pad. Residential building constructed on hillsides may use the area under the main floor for additional living area.

8. Disapprovals will include a description of why the proposal was disapproved and the process for seeking reconsideration by the Board of Directors.
9. In a case where plans are disapproved by the ACC, the property owner may appeal to the Board of Directors for reconsideration.
10. A written request for appeal is required to be submitted to the management office. The Board of Directors will then have 45-days from the date the appeal is received to render a final decision to the property owner.