

Rancho Cielo Homeowners Association

REQUEST FOR ARCHITECTURAL/LANDSCAPE CHANGE APPROVAL

Please return application via email to denise@vintagegroupe.com

OWNER: _

ADDRESS: _

PHONE:() _) _
(HOME) (WORK)

DESCRIPTION OF WORK ANTICIPATED:

PROPOSED: START DATE _____ COMPLETION DATE _____

Please include the following with your plans:

1. Description and specifications of all improvements including photos and or brochures.
1. Color schemes for improvements, i.e., paint chips for house, fence, etc.
2. Plot plan with critical dimensions of improvements proposed with regard to unit.
3. Detailed drawings (architectural blue prints as necessary) for any proposed changes/additions including elevations. Plans must be accurate and note the scale in the legend.
4. Include two (2) copies of plans and (1) copy of the Neighbor Awareness Statement with completed Home Improvement Application
5. Show means of drainage for your unit after improvements.

PLEASE NOTE that plans that are approved are not to be considered authorization to change the original plans as designed by the developer and approved by the County of ORANGE . The review is intended to consider aesthetic appearance. Owner may also need to acquire city permits for any possible structural changes.

NEIGHBOR AWARENESS

Neighbor's approval is not a condition to plans being approved by the Architectural Committee; however, the intent is to advise the neighbors who own property within 100 feet of the property to be improved or altered of the proposed improvements or alterations. Failure to obtain these signatures could delay approval. Neighbors who would like to make comments to the association regarding the proposed improvements should direct comments within three days of having seen this application to the following:

Mail comments to:
denise@vintagegroupe.com

By signing below, I am acknowledging the fact that I have had an opportunity to review neighbors proposed improvements or alterations to their home. I understand that this is a requirement for the owner to obtain my signature and that in the event I have concerns or issues I may address them with the applicant and/or submit my concerns in writing to the management company in the time frame mentioned above.

NAME AND ADDRESS OF NEIGHBORS WITHIN 100' OF SUBJECT PROPERTY

Neighbor Name	Address	Signature
Neighbor Name	Address	Signature
Neighbor Name	Address	Signature
Neighbor Name	Address	Signature
Neighbor Name	Address	Signature
Neighbor Name	Address	Signature
Neighbor Name	Address	Signature

The neighbors noted above have seen the plans I am submitting for Architectural Committee approval. I understand neighbor objections do not in themselves result in a denial. However, if necessary, the Architectural Committee will contact the neighbors to determine objections, as well as the feasibility of the plans.

Subject Address:_____

Date: _____ Applicant Signature _____

General Terms and Conditions

Rancho Cielo Homeowners Association architectural approval does not constitute waiver of any requirements set forth by applicable government agencies.

1. Architectural approval of plans does not constitute acceptance of any technical or engineering specifications and Rancho Cielo Homeowners Association assumes no responsibility for such. The function of the Architectural Control Committee is to review submittals as to aesthetics, community design, and compliance with the CC&R's.
 2. All technical and engineering matters are the responsibility of the owners.
 3. An oversight of a Covenant, Condition or Restriction, or a Committee policy does not constitute waiver of that rule and therefore must be corrected upon notice.
 4. Access for equipment used in construction must be through your property only. Access over Community Property will not be permitted without prior, written approval from the association Board of Directors or management.
 5. Streets may not be obstructed with the objects and building materials that are hazardous to pedestrians, vehicles, etc. Items such as, but not limited to, dumpsters, sand and building materials may not be stored on streets, sidewalks or community Property.
 6. Building permits may be required for certain improvements from the City of Trabuco Canyon and/or the County of ORANGE
 7. Any damage to Rancho Cielo Homeowners Association property will be replaced or repaired by a Rancho Cielo Homeowners Association subcontractor. All applicable charges for restorations will be charged back to the home owner by the Rancho Cielo Homeowners Association and is due within 30 days from notification or assessment of penalties.
 8. The approval process is a 45-day process. All reasonable efforts will be made to expedite the review of your plans. Should the association grant approval, the approval will be valid for a maximum of 6 months from the issuance of the approval letter from the association. Any work not completed within the time frame will be deemed unapproved, requiring the homeowner to resubmit the application for approval.
 9. If the Architectural Committee fails to render a decision within the time limits specified, the owner may submit their proposal to the Board, to be heard at the next scheduled regular Board meeting, and the Board shall issue a determination within 7 days after the meeting.
 10. Decisions concerning the proposed change will be provided in writing. If a proposed change is disapproved, the written decision will include both an explanation of why the proposed change is disapproved and describe the procedure for submitting the application for reconsideration by the Board of Directors if the application is not reviewed at an open meeting of the Board.
- I I. All terms and condition noted in the association's CC&R's and Approval Procedures and Design Guidelines are applicable and may be enforced by the Board of Directors.

Subject Address:

Date: _____ Applicant Signature _____

Subject Address: _____

Date: _____ Applicant Signature _____

Architectural Committee Review Only

Date submitted to committee: _____

☐ Recommended Approval ☐ Conditional Approval Recommended as follows:

☐ Recommended Disapproval for the following reason(s):

Date: _____ Signature: _____

Architectural Committee

Board of Directors Review

Date submitted to Board of Directors: _____

☐ Recommended Approval ☐ Conditional Approval Recommended as follows:

☐ Recommended Disapproval for the following reason(s):

Date: _____ Signature: _____

Board Member / Account Manager

If your original request is denied outside of an open meeting, you have the right to appeal the decision with the Board of Directors at an open Board meeting by accompanying this application with a written letter, appealing the decision and identifying the grounds as to why the application should be approved as submitted. The letter of appeal must be submitted 10 days after the date of the disapproval. The appeal shall be heard at the next regularly scheduled Board meeting after filing said notice.