

**ORANGECREST COUNTRY COMMUNITY ASSOCIATION
Home Improvement Form**

Forward To:

ORANGECREST COUNTRY COMMUNITY ASSOCIATION
c/o ACTION PROPERTY MANAGEMENT
1250 CORONA POINTE COURT, SUITE 404
CORONA, CA 92879

Property Address _____

Homeowner's Name _____

Email Address _____

Primary Phone
(e.g. Home or Mobile) _____

Secondary Phone
(e.g. Mobile or Work) _____

Contact Name
(If blank, assume
Homeowner above) _____

Contact Phone _____

START

COMPLETION

Approximate Dates _____

PROJECTS BEING SUBMITTED (check all that apply):

Landscape (please indicate type/location)

- Front
- Rear
- Trees

Fence(s) / Wall(s) (please indicate type/location)

- Front
- Side
- Rear
- Retaining

Hardscape (please indicate location)

- Front (**not to exceed 33% of total front yard square footage**)
- Rear

(Continued)

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- Accessory Dwelling Unit (ADU's)
 - City Permit and Contractor Plans are attached.
 - Meets all requirements under The Orangecrest ADU/JADU Policy adopted 6.21.22
- Air Conditioner / HVAC
- Built-in Barbecue
- Deck (Wood)
- Drain(s)
- Fountain / Waterfall
- Gazebo
- Lighting
- Painting (be sure to complete Painting Details section below)
- Patio Cover
- Patio Slab
- Pool & Equipment
- Rain Gutters
- Solar System
 - City Permit (attached)
- Spa & Equipment
- Storage Shed
 - City Permit (attached, if required)
 - Meets City of Riverside Code of Ordinances for Setbacks (e.g. at least five feet from side and rear property lines, and five feet from principal; building) [Chapter 19.440]
 - Screening plant material, if visible from any street, sidewalk, or Community Property.

Other:

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PAINTING DETAILS

Our community has approved color schemes from Dunn-Edwards. Only approved color schemes will be allowed for submittal. No color matching may take place now that new colors have been established.

Approved Paint Color Scheme

(subdivision + scheme name, e.g. Kohl's Center #1) _____

Please identify the color each location will be painted. If left blank or incomplete, we cannot process your application. Deviations are limited to front door, garage door, and shutters only.

Siding:	
Main Stucco:	
Stucco Accent:	
Trim:	
Front Door:	
Shutters:	
Porch Railings:	
Garage Door	

CHECKLIST PRIOR TO SUBMITTING:

- I confirm that I have read and understand the current Architectural Guidelines.
- Complete Home Improvement Form.
- Complete Facing and Adjacent Neighbor Statement (e.g. neighbor notification with signature or three attempts to gain signature)
- One Plot Plan (not required for painting). If proposing front yard hardscape, must include measurements and total square footage for existing, proposed and total hardscape and overall yard measurements.
- Additional drawings and documents with size, dimension, and materials being used (e.g., for landscaping, include plant sizes; gallon, etc.)
- Provide required color photos of Property: Location of where work will be completed (e.g. front, back, and side yards). Exterior painting only requires front of house color photo. Provide required color photos of ALL materials and plans being used.
- Work on an approved Application should commence within six (6) months of approval and be completed within one (1) year of commencement.
- Remember to submit a Notice of Completion (NOC) within thirty (30) days of completing the work.

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FEES: (Effective 7/1/2022)

Check Enclosed (Made payable to Orangecrest).

Alternatively, as the **homeowner** of the above-referenced property, I am authorizing the following to be charged to my account:

\$25.00 First Submission Fee

\$50.00 Re-submission Fee

\$150.00 Rush Request (Emergencies and approved paint schemes exempt)

Homeowner's Initials _____

Architectural Committee approvals on submitted plans are not to be considered authorization to change the drainage plan as installed by the developer and approved by the appropriate governmental agencies. The review is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. Plans are not reviewed from the standpoint of structural safety or conformance with building or other codes. Homeowner may also need to acquire approval from the appropriate governmental agencies for permission to encroach within public easements or right-of-way. Homeowner is responsible for following all City, or applicable governmental agency, codes (including setbacks) and obtaining all required permits. **Building permits may need to be obtained from the appropriate governmental agencies for such improvements as patio covers, gazebos, spas, pools, solar systems, storage sheds, etc.**

By signing below, I acknowledge that I am the Homeowner of the Property Address and understand that Architectural Committee approval is required for all work that will change the exterior appearance of my property. I will await written approval (which may take 30 days) before starting any work, as I understand I may be subject to a \$ 250.00 fine and potential additional costs of tear-out and rebuild. I have read and understand all the requirements from the checklist above and will provide all required items as part of my submittal or as required by the Architectural Guidelines (including *Notice of Completion* within 30 days of completing work). I understand the Fees as outlined above.

X _____

Homeowner's Signature

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FACING AND ADJACENT NEIGHBOR STATEMENT

Forward To:

**ORANGECREST COUNTRY COMMUNITY ASSOCIATION
c/o ACTION PROPERTY MANAGEMENT
1250 CORONA POINTE COURT, SUITE 404
CORONA, CA 92879**

Today's Date:	
Property Address:	
Homeowner's Name:	
Email Address:	
Primary Phone: (Cell or Home)	
Secondary Phone: (Cell or Home)	

It is the intent of the Architectural Review Committee to consult neighbors on any improvements which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the Architectural Review Committee's decision.

1. Definitions:

Facing Neighbor: Means the three (3) homes 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 improvement.

2. Improvements Requiring Notification:

Any exterior improvements that may impact the neighbors in the Community.

3. Statement:

The Facing and Adjacent Neighbor Statement must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

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The attached Home Improvement Form and corresponding plans were made available to the following neighbors for review.

FACING NEIGHBOR:

_____	_____	_____
Name	Address	Signature

FACING NEIGHBOR:

_____	_____	_____
Name	Address	Signature

FACING NEIGHBOR:

_____	_____	_____
Name	Address	Signature

ADJACENT NEIGHBOR:

_____	_____	_____
Name	Address	Signature

ADJACENT NEIGHBOR:

_____	_____	_____
Name	Address	Signature

IMPACTED NEIGHBOR:

_____	_____	_____
Name	Address	Signature

IMPACTED NEIGHBOR:

_____	_____	_____
Name	Address	Signature

The neighbors have the Home Improvement Form and corresponding plans I am submitting for Architectural Review Committee approval (see above verification). I understand neighbor objections do not in themselves cause denial. However, the Architectural Review Committee will contact the neighbors to determine their objections and their appropriateness, if necessary.

X _____
Homeowner's Signature