

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

☐

Air Conditioner / HVAC

☐

Built-in Barbecue

☐

Deck (Wood)

☐

Drain(s)

☐

Fountain / Waterfall

☐

Gazebo

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PROJECTS BEING SUBMITTED CONTINUED (check all that apply):

- ☐ **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**

Describe:

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 New Color Options) _____

Please identify the color each location will be painted:

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

ORANGECREST COUNTRY COMMUNITY ASSOCIATION

Home Improvement Form

CHECKLIST PRIOR TO SUBMITTING

1. I confirm that I have read and understand the current Architectural Guidelines.
 2. Complete *Home Improvement Form*.
 3. Complete *Facing and Adjacent Neighbor Statement* (e.g. neighbor notification with signature or three attempts to gain signature)
 4. 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.
 5. Additional drawings and documents with size, dimension, and materials being used (e.g., for landscaping, include plant sizes; gallon, etc.)
 6. Provide required color photos of Property:
 - a. Location of where work will be completed (e.g. front, back, and side yards)
 - b. Exterior painting only requires front of house color photo
 7. Provide required color photos of **ALL** materials and plans being used.
- a. Artificial Turf requires a one square foot physical sample (**must be mailed**).
8. Work on an approved Application should commence within six (6) months of approval and be completed within one (1) year of commencement.
 9. Remember to submit a *Notice of Completion (NOC)* within thirty (30) days of completing the work.

FEES

- | | |
|--------------------------|---|
| ☐ | First Submission = \$ 25.00 (currently waived) |
| ☐ | Resubmission = \$ 25.00 |
| ☐ | Rush Request = \$ 75.00 |
| ☐ | EMERGENCY RUSH REQUEST = no charge (example, downed fence) |

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)

ORANGECREST COUNTRY COMMUNITY ASSOCIATION
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

(e.g. Home or Mobile)

Secondary Phone

(e.g. Mobile or Work)

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.

ORANGECREST COUNTRY COMMUNITY ASSOCIATION
Facing and Adjacent Neighbor Statement

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

FACING NEIGHBOR:

Name	Address	Signature
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FACING NEIGHBOR:

Name	Address	Signature
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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
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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)

ORANGECREST COUNTRY COMMUNITY ASSOCIATION
Notice of Completion Form

Forward To:

ORANGECREST COUNTRY COMMUNITY ASSOCIATION
c/o ACTION PROPERTY MANAGEMENT
1250 CORONA POINTE COURT, SUITE 404
CORONA, CA 92879
EMAIL: Emmeline Fernandez at efernandez@actionlife.com

Today's Date

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

Type of Work Completed

Application Approval Date

Work Completion Date

COMPLETION PHOTOS

- Please be sure to include color photographs of all the completed improvement(s), or work, when submitting this form. Please email this form and color photos to Emmeline Fernandez at efernandez@actionlife.com

Notice is hereby given that the undersigned is the Homeowner of the Property referenced above, and the work from a previously approved *Home Improvement Form* has been completed as of the completion date above.

X

(Homeowner's Signature)