

**EXHIBIT A
HOME IMPROVEMENT FORM**

TEMECULA CROWNE HILL COMMUNITY ASSOCIATION
43529 Ridge Park Drive
Temecula, CA 92590
(951) 699-2918
Email: Tarc2@AvalonWeb.com

OFFICE USE ONLY

DATE SUBMITTED: _____

DATE TO BE REVIEWED: _____

ACCT. # _____

Owner Name: _____ Home Phone: _____

Property Address: _____ Cell or Work Phone: _____

Owner's Signature: _____ Email Address: _____

SUBMITTAL CHECK LIST: (Please include the following, failure to provide will result in application being returned to you prior to review)

- ____ Home Improvement Form (Exhibit A)
- ____ Facing, Adjacent and Impacted Neighbor Statement (Exhibit B)
- ____ 2 Sets of Drawings - Should include details of size, design, color and materials. Location of drains must be included on drawings. Names of plants should include the common name and not Latin names. Please fold plans to 8 1/2" x 11".
- ____ Picture of home as it exists before improvements
- ____ ORIGINAL COMPLETED FORM AND ATTACHMENTS MUST BE SUBMITTED AT LEAST ONE DAY PRIOR TO THE COMMITTEE MEETING (check website for date), NO APPLICATIONS WILL BE ACCEPTED THE DAY OF MEETING

PROJECTS BEING SUBMITTED: (Please check appropriate items)

ARCHITECTURAL

- ____ Awnings
- ____ Deck (wood)
- ____ Gazebo
- ____ Green House
- ____ Patio Cover
- ____ Patio Slab
- ____ Painting (include paint samples)
- ____ Rain Gutters
- ____ Solarium
- ____ Addition / Extension to Home
- ____ Other: _____

LANDSCAPE / HARDSCAPE

- Landscape:
- ____ Front ____ Rear
 - ____ Plants (type & location)
 - ____ Trees (type & location)
 - ____ Hardscape Only
 - ____ Front ____ Rear
 - ____ Fence(s) / Walls:
 - ____ Front ____ Side
 - ____ Rear
 - ____ Retaining
 - ____ Drains

EQUIPMENT

- ____ Air Conditioner
- ____ Built-In Barbecue
- ____ Fire Pit
- ____ Lighting
- ____ Pool & Equipment
- ____ Spa & Equipment
- ____ Solar Equipment
- ____ Swing Set/Playhouse
- ____ Waterfall/Fountain

OTHER:

DO NOT WRITE BELOW THIS LINE (For Committee Use Only)

- Architectural Committee has determined that the above submittal is: (____) Approved (____) Approved w/Conditions (____) Disapproved
- () See notes on plans. () Add root barriers to all fence line trees & maintain a minimum 5ft setback from fence
 - () Core through curb for drainage () Maintain existing drainage pattern or provide alternative drainage method
 - () All lighting must be low wattage () Structures require a 10ft setback from property lines and are to be no higher than 5ft
 - () Sound baffle may be required to be installed around entire pool/spa () Pool and/or spa must have a setback according to City requirements.
 - () Patio color scheme must match existing house and/or trim () All paving materials are in colors compatible with house.
 - () Plant materials must not be attached to common area fence () All gates/fences are to remain in place as installed at time of purchase
 - () All plant materials should be planted so as not to encroach onto neighbor's property () Screen play equipment fr offsite view with landscape
 - () Storage/utility sheds must be a color compatible with the residence, with an overall height not to exceed nine (9) feet. In no event shall shed or utility structure be visible from the street.
 - () All new roofing material and angles must conform to existing house structure, materials, style and color.
 - () Resubmit patio cover with additional dimensions and elevation, color scheme must match existing house and/or trim colors.
 - () Obtain permits from City on items such as gas lines, electrical, walls, buildings, pool/spa installation, etc.
 - () Submit originally reviewed plans with revised drawings
 - () Resubmit with more details for _____

COMMENTS: _____

TEMECULA CROWNE HILL COMMUNITY ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE

Date: _____ Initial: _____ Date: _____ Initial: _____ Date: _____ Initial: _____

EXHIBIT B NEIGHBOR STATEMENT

The attached plans were made available to the following neighbors for review:

Impacted Neighbor	
Name	
Address	
Signature	Date

Impacted Neighbor	
Name	
Address	
Signature	Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor	
Name	
Address	
Signature	Date



Adjacent Neighbor	
Name	
Address	
Signature	Date

Your Street - Front of Home

Facing Neighbor	
Name	
Address	
Signature	Date

Facing Neighbor	
Name	
Address	
Signature	Date

Facing Neighbor	
Name	
Address	
Signature	Date

Attention Neighbors: If you do not agree, please feel free to note this on the form next to your name. You will be requested to attend a hearing with the Architectural Committee to express your concerns. Failure to attend will constitute your consent.

My neighbors have seen the plans I am submitting for the Architectural Committee review (see above verification). I as the Owner certify that I have requested that my neighbors sign this statement confirming notification. I understand neighbor objections do not in themselves cause denial of the plans.

SUBMITTED BY:

Owner Name: _____ Date: _____

Property Address: _____



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.mycrownehill.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.

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

EXHIBIT C

TEMECULA CROWNE HILL COMMUNITY ASSOCIATION

NOTICE OF COMPLETION with PHOTOS

Owner Name: _____

Property Address: _____

Home Phone: _____ Cell or Work Phone: _____

Email Address: _____

On the _____ day of _____, 20____, the Improvement(s) on the described property was (were) COMPLETED in accordance with the plans and submittal package which was approved by the Architectural Review Committee.

The completed Improvement(s) is (are):

****Please include photos and copies of permits (if applicable) of the completed Improvements with this Notice of Completion Form. ****

Signature of Owner(s)

Date