

Barrington Heights Homeowners' Association

Architectural Submission Procedure and Requirements

1. All requests (“Requests”) for Architectural Committee approval are to be made on the Barrington Heights Home Improvement Form (Exhibit A).
2. Submission of Requests. All Requests are to be submitted to the Barrington Heights Architectural Committee, c/o Avalon Management, 31608 Railroad Canyon Road, Canyon Lake, California 92587.
3. Construction Drawings. Plans and specifications for works of improvement must be prepared in accordance with the applicable building codes, and with sufficient clarity and completeness to enable the Architectural Committee to make an informed decision on your request.
4. Submission of Application or Improvements. Please forward three (3) sets of your proposed plans and specifications, together with the Home Improvement Form (Exhibit A) and the Impacted Neighbor Statement (Exhibit B) along with the following information to the Architectural Committee to constitute a complete Application. Please mail this information to the address noted above in item #2. One (1) set will be returned to you after completion of the review. The following information constitutes a complete application package.
 - a. Plot plan drawn to scale showing the following:
 - i) All proposed improvements and relevant elevations, together with the desired location of such improvements to dwelling and property lines.
 - ii) Complete dimensions of the proposed improvements.
 - iii) Public streets, with the names that are contiguous to the property.
 - b. Description of materials to be used, including the proposed color scheme and pattern. Material samples should be provided; color samples must be provided.
 - c. Grading plans (if applicable) must establish where the drainage pattern might be altered by the proposed improvements.
 - d. Floor plans (if applicable) showing overall dimensions and area of improvements reflecting your preliminary design concept.
 - e. Description of proposed construction schedule.
 - f. Landscape plan and working drawings (if applicable).
 - g. If proposed improvements require access over the Common or Community Areas or Community Facilities for purposes of transporting labor or materials, prior written permission shall be required from the Association. Any such requests must be filed with the Community Board prior to the commencement of your improvements.
 - h. Any other information or documentation deemed to be necessary by the Architectural Committee in evaluating your request.

EXHIBIT A (Page 1 of 2) - HOME IMPROVEMENT FORM

Mail to: Barrington Heights Homeowners' Association
c/o Avalon Management Group
31608 Railroad Canyon Road
Canyon Lake, CA 92587

Lot # _____
Tract # _____
Close of Escrow: _____

Owner Information:

Name _____

Home Phone _____

Work Phone _____

Email _____

Site Address _____

Start Date _____

PROJECTS BEING SUBMITTED: (Please check all appropriate items)

- | | |
|--|--|
| <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Green House |
| <input type="checkbox"/> Awnings | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Slabs/patio/walkways | <input type="checkbox"/> Trees |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Drains (if altering existing grade) | <input type="checkbox"/> Side <input type="checkbox"/> Front <input type="checkbox"/> Back |
| <input type="checkbox"/> Gutters | <input type="checkbox"/> Patio Cover |
| <input type="checkbox"/> Fence(s) or | <input type="checkbox"/> Painting (<i>Should it not match existing color</i>) |
| <input type="checkbox"/> Wall(s) | <input type="checkbox"/> Playhouse |
| <input type="checkbox"/> Front <input type="checkbox"/> Side <input type="checkbox"/> Rear | <input type="checkbox"/> Spa and Equipment* |
| <input type="checkbox"/> Retaining | <input type="checkbox"/> Pool and Equipment* |
| <input type="checkbox"/> Extension | <input type="checkbox"/> Relocation |
| <input type="checkbox"/> Other: _____ | |

PLEASE FILL IN DETAILS BELOW IF NOT SHOWN ON PLANS:

Are existing improvements shown on plans? _____

Names of plants _____

Type of materials used _____

Type of wood surfaces _____

Color scheme _____

Impacted Neighbor Statement attached? _____ Three copies of plans attached? _____

NOTE: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the County of Riverside. The review is intended to consider aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. Owner may also need to acquire approval from the County of Riverside for permission to encroach within County easement and for permission to proceed with the contemplated improvement.

The applicant has been provided with copies of all the Barrington Heights Homeowners' Associations' CC&Rs, Rules, Guidelines and agrees to be bound by and comply to the same. **All work must be completed within 120 days from the date of the approval.**

If this application is for work that has already been started or completed, the Owner hereby forever agrees to indemnify, defend, and hold harmless the Barrington Heights Homeowners' Association, it's Committees and managing agent for any and all claims, without limitation against any and all claims or challenges regarding such work. The foregoing indemnification does not limit the Association in pursuing any other remedies permitted by the Association documents or at law.

Signature of Owner/Applicant _____ Date: _____

EXHIBIT A (Page 2 of 2)

ADDRESS: _____

DO NOT WRITE BELOW THIS LINE

- ___ Sound baffle to be constructed around entire pool/spa equipment.
- ___ Do not pour concrete against existing fences.
- ___ Do not backfill against existing fences.
- ___ Core through curb for drainage.
- ___ Submit originally reviewed plans with revised drawings.
- ___ Maintain existing drainage pattern or provide alternative drainage method.
- ___ All repainted surfaces must be painted to match existing stucco or trim.
- ___ All lighting must be low wattage or low voltage.
- ___ Add root barriers to all fence line trees.

THE ARCHITECTURAL COMMITTEE HAS DETERMINED THAT THE ABOVE SUBMITTED IS:

_____ Pending additional information required

_____ Approved as submitted.

_____ Approved with the following conditions:

_____ Rejected as submitted.

Rejected Comments: _____

ARCHITECTURAL COMMITTEE

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____

DATE: _____ SIGNATURE: _____

EXHIBIT B (PAGE 1 OF 2)
IMPACTED NEIGHBOR STATEMENT

It is the intent of the Architectural Committee to notify 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 Committee's decision. The properties on Tate Road at the rear of those on Whittington Road are members of the HOA and their signatures are required when appropriate for applications by Tate Road or Whittington Road members.

Applications for landscaping work only to the front of properties need not obtain neighbor statements from neighbors at the rear unless the property in question is a corner lot.

1. Definitions: Facing Neighbor, Adjacent Neighbor, and Impacted Neighbor.

Facing Neighbor: Means the three (3) homes most 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 improvements.

2. Improvements Requiring Notification

Any exterior improvements including but NOT limited to exterior painting.

3. Statement

The Facing, Adjacent and Impacted Neighbor Notification Statement set forth on the next page (Exhibit "B") must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

EXHIBIT B

**BARRINGTON HEIGHTS HOMEOWNERS' ASSOCIATION
FACING, ADJACENT AND IMPACTED NEIGHBOR NOTIFICATION STATEMENT**

The attached plans were made available to the following neighbors for review:
Neighbor signatures do not imply acceptance or approval. Neighbors who object or have comments should notify Avalon Management directly.

Impacted Neighbor	Impacted Neighbor
Name	Name
Address	Address
Signature	Signature
Date	Date

Common Area or Back Yard - Rear of Home

Adjacent Neighbor		Adjacent Neighbor
Name	Name	Name
Address	Address	Address
Signature	Signature	Signature
Date	Date	Date

Your Street - Front of Home

Facing Neighbor	Facing Neighbor	Facing Neighbor
Name	Name	Name
Address	Address	Address
Signature	Signature	Signature
Date	Date	Date

All of my impacted neighbors have seen the plans I am submitting for Architectural Committee approval (see above verification). If any neighbor has a concern, they should notify Avalon Management in writing. Please note that neighbor objections do not in themselves cause denial of the plans, however, those concerns may be considered by Committee. All above boxes should be filled out whether or not a signature has been obtained.

SUBMITTED BY: Name: _____ Date: _____
 Address: _____
 Home Phone: _____