

**APPENDIX A**

**The Ridge Community Association**

**ARCHITECTURAL IMPROVEMENT APPLICATION**

PLEASE NOTE: Owners are prohibited from installing, altering, adding, etc. any Improvement without the required prior approval of the DRC. If an Improvement is installed, altered, etc. without the required approval of the DRC, the Board of Directors may require the offending Owner to modify or remove unauthorized Improvement at the Owner's expense after notice and a hearing. **DO NOT COMMENCE WORK UNTIL YOU RECEIVE DRC APPROVAL.** The Application should be submitted at least forty-five days before the desired date for installation, construction, or alteration.

**SECTION I – OWNER AND IMPROVEMENT INFORMATION**

**OWNER NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ **LOT #:** \_\_\_\_\_

**MAILING ADDRESS (IF DIFFERENT):** \_\_\_\_\_

**PHONE NUMBER – DAY:** \_\_\_\_\_ **EVENING:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ORIGINAL APPLICATION:** \_\_\_\_\_ **MODIFICATION TO ORIGINAL:** \_\_\_\_\_

**DESCRIPTION OF IMPROVEMENT:**

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**DESCRIPTION OF ANY LANDSCAPING INSTALLED BY THE BUILDER OR PREVIOUS OWNER:** \_\_\_\_\_

**PROPOSED START DATE:** \_\_\_\_\_

**PROPOSED COMPLETION DATE:** \_\_\_\_\_

## SECTION II – SUBMITTAL CHECKLIST

Your submittal must include the plans and specifications showing the nature, kind, shape, height, width, color, materials and location of the proposed Improvement, including, but not limited to, the following information and any information required by the Guidelines and CC&Rs:

- A. A plot plan/diagram showing, at a minimum:
  - 1. The location of residence on Lot and the dimensions from Lot lines, showing all Lot lines accurately as lengths, angles, and curves.
  - 2. The finished dimensions of the proposed Improvement.
  - 3. The distances between existing structures, proposed Improvement, and Lot lines.
  - 3. The facing sidewalls of adjacent residences and the location of party walls.
  - 4. Any other relevant structures or installations, above or below ground.
  - 5. The relevant elevations.
  - 6. All existing and proposed rooflines with pitches noted (as appropriate).
  - 7. All walls, columns, openings, and any condition or feature that will affect the exterior design of the building.
  - 6. The relevant drainage to include the direction of water flow and location of drainage swale yard drain.
  - 7. Detail and location of any and all slopes, top to bottom, on the Lot or adjacent thereto.
  - 8. The scale should be one inch equals ten feet or more detailed as necessary to adequately depict the Improvement.
  
- B. A description of all material, fixtures, and color scheme. Indicate the color of stain or paint by manufacturer's number respective to building parts or surfaces. Color and materials samples must be provided if they deviate from the original color used. Note accordingly if color is intended to match existing surface. Samples of materials having inherent colors such as masonry will be required if they are to be used in their natural finish.
  
- C. Plant inventory (type, size and location) (for landscape plans).
  
- D. Photographs of front and rear of house, as necessary, and particularly if large structures are to be added in front or back.

**SECTION III – NEIGHBOR NOTIFICATION**

THE INTENT IS TO ADVISE YOUR ADJACENT NEIGHBORS OF YOUR PROPOSED IMPROVEMENTS. THIS INCLUDES SIDE, FRONT, AND REAR YARD NEIGHBORS. ANY NEIGHBORS WHO MAY REASONABLY BE AFFECTED BY THE IMPROVEMENT MUST ALSO BE NOTIFIED. THE NEIGHBORS’ SIGNATURES DO NOT INDICATE APPROVAL OR DISAPPROVAL. THEY ONLY INDICATE THAT THE NEIGHBOR IS AWARE OF THE PROPOSED IMPROVEMENT. (ADD PAGES IF NECESSARY FOR OTHER AFFECTED NEIGHBORS)

NEIGHBOR’S NAME/ADDRESS                      SIGNATURE                      PHONE #  
  
SIDE NEIGHBOR (1)

OR certification by Applicant that Applicant attempted to secure this Owner’s signature (initial): \_\_\_\_\_

SIDE NEIGHBOR (2)  
  
OR certification by Applicant that Applicant attempted to secure this Owner’s signature (initial): \_\_\_\_\_

FRONT NEIGHBOR (DIRECTLY ACROSS THE STREET)  
  
OR certification by Applicant that Applicant attempted to secure this Owner’s signature (initial): \_\_\_\_\_

REAR NEIGHBOR  
  
OR certification by Applicant that Applicant attempted to secure this Owner’s signature (initial): \_\_\_\_\_

**SECTION IV – SIGNATURE OF OWNER**

**To The Ridge Architectural Control Committee:** You are hereby advised that the project described herein is proposed and approval is requested. Attached is a drawing of the work to be done and the types of materials to be used as indicated on the drawing. We understand that the City of Temecula, or appropriate Government agency requires building permits for home improvements, and that the cost of such permits and subsequent inspections required by those permits will be borne by us.

We acknowledge that all approved changes in the original design will at our expense and that any and all damages to, or relocation of, existing sprinkler systems, underground utilities, building structure(s), slopes drainage systems, swales, and exterior landscaping or other damage resulting from the construction of the proposed project shall be at our expense. Additionally, any maintenance of permitted improvements shall be at our expense. We agree to hold The Ridge Homeowners Association harmless of the cost of maintenance of the project. Furthermore, we agree to hold the Association harmless from any liability, damage, and/or loss resulting from the construction or performance of the proposed project, whether or not constructed pursuant-to approved plans, drawings, and /or specifications.

OWNER SIGNATURE: \_\_\_\_\_

OWNER NAME (PRINT): \_\_\_\_\_

NOTE: OWNERS MUST SUBMIT A COMPLETED NOTICE OF COMPLETION FORM TO THE MANAGEMENT COMPANY UPON COMPLETION OF AN APPROVED IMPROVEMENT

**PLEASE DO NOT WRITE BELOW THIS LINE**

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COMMITTEE USE ONLY

- APPROVED
- APPROVED SUBJECT TO CONDITIONS OUTLINED BELOW
- DENIED FOR REASON(S) OUTLINED BELOW

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\_\_\_\_\_  
Signature of Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date



## 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.ridgecommunity.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](http://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](mailto: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.*

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

**APPENDIX B**

**THE RIDGE COMMUNITY ASSOCIATION  
ARCHITECTURAL IMPROVEMENT NOTICE OF COMPLETION**

***ONCE COMPLETED RETURN TO:***

The Avalon Management Group, Inc.  
43529 Ridge Park Drive  
Temecula, CA 92590

Name(s) of Owner: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Telephone Number: \_\_\_\_\_

Project Completed: \_\_\_\_\_

Project Address: \_\_\_\_\_

I or We the owner(s) of the above property do hereby state that the subject project was completed in accordance with the approved Plans and that no changes or alterations were incorporated.

\_\_\_\_\_  
Signature of Owner Date

\_\_\_\_\_  
Signature of Owner Date

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For Committee Use Only

Date of Final Inspection: \_\_\_\_\_

Property is in: \_\_\_\_\_ Compliance \_\_\_\_\_ Noncompliance - Reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Design Review Committee Signatures:

Member: _____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

**Pictures must be submitted with the Notice of Completion for review by the committee.**