

TRABUCO HIGHLANDS COMMUNITY ASSOCIATION

HOMEOWNERS IMPROVEMENT CHECKLIST FORM

Owner(s) Name(s): _____

Property Address: _____

Home Phone: () _____ Work Phone: () _____

Neighborhood: _____ Tract: _____ Lot: _____

Description of Submittal Requirements

1.	Improvement Application	<input type="checkbox"/>	Complete
2.	Neighbor Awareness s Form	<input type="checkbox"/>	Complete
3.	Paint Approval Request	<input type="checkbox"/>	Complete
4.	Submittal Fee (If Applicable)	<input type="checkbox"/>	Complete

5. Site Plan Submittal Requirements

Item	Information Required	Included
a.	Are plans drawn to scale?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Are property lines shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Are all dimensions & setbacks shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Have all changes in grades & elevations been shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e.	Has Landscape, including material types & color been shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f.	Are all existing & new drains shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g.	Has Landscape, size & types been shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h.	Are all existing & proposed improvements shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i.	Do the improvements include walls, fences & gates	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Building, patio, pool / spa & fence Submittal Requirements

Item	Information Required	Included
a.	Are all dimensions & setbacks shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Have all overhangs been shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c.	Have all distances to the property line been shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Are all necessary building & structures elevations shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e.	Are all necessary building & structures plan views shown?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f.	Have all materials, including types & colors been described?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g.	Has the removal of any existing structures been indicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
h.	Are all improvements compatible with the neighborhood?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i.	3 sets of color photos?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Complete submittal made by Homeowner to Association on: _____

Complete submittal received by CM on: _____ By: _____

TRABUCO HIGHLANDS COMMUNITY ASSOCIATION

IMPROVEMENT APPLICATION FORM

To: Architectural Review Committee (ARC)
 Trabuco Highlands Community Association
 C/O Keystone Pacific Property Management
 16775 Von Karman Ave., Suite 100, Irvine, CA 92606
 Plans can be emailed to: Architectural@keystonepacific.com
 Review Checks should be mailed to above address

Date Submitted: _____
 Date Received: _____
 Date Reviewed: _____
 Date Returned: _____

Owners Name: _____
 Property Address: _____

 Owners Address: _____

Track No: _____
 Lot No: _____
 Home Phone: () _____
 Work Phone: () _____

<u>SUBMITTAL CHECKLIST</u>	The following items must be included for your submittal to be considered complete and to be processed for review.
<input type="checkbox"/>	Three (3) copies of the Trabuco Highlands Improvement Form (Form V-A) fully completed and signed.
<input type="checkbox"/>	Three (3) copies of the Trabuco Highlands Neighbor Awareness Form (Form V-D), with addresses and required signatures.
<input type="checkbox"/>	Three (3) sets of Drawings and exterior photos of effected areas. Plans must include scaled drawings, details, and specifications in accordance with Section II.C of the Trabuco Highlands Architectural Guidelines and three (3) sets of photos as required on the form.
<input type="checkbox"/>	Check in the amount of \$25.00 made payable to: Trabuco Highlands Community Association. (Exceptions from fee payment: exterior painting, solar system installation, artificial turf installation, and like-for-like garage door replacement or increased fee for level 4 or 5 reviews).

BRIEF DESCRIPTION OF PROPOSED IMPROVEMENTS

Tentative Start Date:		Tentative Completion Date:	

PROPOSED IMPROVMENTS: (please check all that apply)

HOME IMPROVMENTS	SITE IMPROVMENTS	EQUIPMENT & SYSTEMS
<input type="checkbox"/> Addition / Modification <input type="checkbox"/> Awnings <input type="checkbox"/> Balcony / Deck (2 nd floor) <input type="checkbox"/> Exterior Stairs <input type="checkbox"/> Fireplace <input type="checkbox"/> Front Door Change <input type="checkbox"/> Garage Door Change <input type="checkbox"/> Gutters / Downspouts <input type="checkbox"/> Lighting / Lighting Fixtures <input type="checkbox"/> Painting / Stain <input type="checkbox"/> Re-roofing <input type="checkbox"/> Screen Door – Front or Garage <input type="checkbox"/> Security / Fire Shutters <input type="checkbox"/> Skylights <input type="checkbox"/> Solarium /Sun Room (attached) <input type="checkbox"/> Stained / Art Glass <input type="checkbox"/> Window / Door Changes <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Arbor / Trellis <input type="checkbox"/> Bar-B-Q / Entertainment center (built in) <input type="checkbox"/> Dog Runs / Pens <input type="checkbox"/> Drains & Drainage Systems <input type="checkbox"/> Fence / Wall / Glass screen wall <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side <input type="checkbox"/> Retaining <input type="checkbox"/> Fireplace / Fire Ring <input type="checkbox"/> Gate(s) <input type="checkbox"/> Gazebo <input type="checkbox"/> Hardscape / Paving <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side <input type="checkbox"/> Driveway <input type="checkbox"/> Landscape Planting & Trees <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side <input type="checkbox"/> Slope <input type="checkbox"/> Patio Cover <input type="checkbox"/> Play Equipment / Backboards <input type="checkbox"/> Play Structure / Playhouse <input type="checkbox"/> Pool / Spa <input type="checkbox"/> Solarium / Green House (detached) <input type="checkbox"/> Storage Unit <input type="checkbox"/> Other <input type="checkbox"/> Other	<input type="checkbox"/> Air Conditioning Equipment <input type="checkbox"/> Pool / spa Equipment <input type="checkbox"/> Radio / Cell Antenna <input type="checkbox"/> Satellite Antenna / Dishes <input type="checkbox"/> Security Alarm (audible) <input type="checkbox"/> Solar Panels / Equipment <input type="checkbox"/> Space Heaters (attached) <input type="checkbox"/> Wi-Fi antenna <input type="checkbox"/> Other <input type="checkbox"/> Other <input type="checkbox"/> Other

Notice to Owner:

- Do not start any work until you have received a written approval of your proposed improvements from the Association.
- Obtain appropriate City and or County permits only after you have received the written approval by the Association.
- Do not pour concrete or back fill against any existing fences or retaining walls.
- Existing drainage patterns must be maintained or modified as to assure the surface is not diverted to adjacent lots or Association common areas.
- The ARC and Association does not review your proposed improvements for structural adequacy and/or conformance to any city, County, State or Federal codes or regulations.
- It is recommended that you contract with only State licensed contractors to prevent the possibility of liens being filed against your property for unknown claimants.
- Any work done not in conformance with the approved plans may be required to be corrected or modified at your own expense.

SUBMITTED BY: (must be signed by the Owner & submitted along with the Neighbor Awareness Form V-D)

Owners Name:	Signature:
Address:	Tel: ()
City, Zip:	Email:

Do not write below this line For Community Managers tracking purposes

Forwarded to ARC/Consultant for review: _____ Returned by ARC/ Consultant _____

Approval or denial letter to Owner: _____ Follow-up action required: No Yes

TRABUCO HIGHLANDS COMMUNITY ASSOCIATION

NEIGHBOR AWARENESS FORM and NOTICE

Notice to Neighbors:

By signing below, you are indicating that you have been made aware of proposed improvement(s) that your neighbor will be submitting to the Association ARC for approval. This does not indicate your acceptance of the proposed improvement(s). If you have concerns regarding this proposed improvement(s) you may submit your comments or concerns in writing to the Architectural Committee via the Community Manager by mail or Email within thirty (30) days of your review:


Facing Street & Adjacent Neighbors

Front Left Neighbor	
Name:	
Address:	
Signature:	
Date:	

Front Center Neighbor	
Name:	
Address:	
Signature:	
Date:	

Front Right Neighbor	
Name:	
Address:	
Signature:	
Date:	

Adjacent Left Neighbor	
Name:	
Address:	
Signature:	
Date:	

Your Residence from Front	
	
Address:	

Adjacent Right Neighbor	
Name:	
Address:	
Signature:	
Date:	

Common Area or Rear Yard Neighbors

(For rear modifications or remodel)

Rear Right Neighbor	
Name:	
Address:	
Signature:	
Date:	

Rear Center Neighbor	
Name:	
Address:	
Signature:	
Date:	

Rear Left Neighbor	
Name:	
Address:	
Signature:	
Date:	

Note: If your lot abuts an Association common area so indicate in the appropriate box. Only rear yard neighbors immediately abutting your lot need to review your proposed improvements.

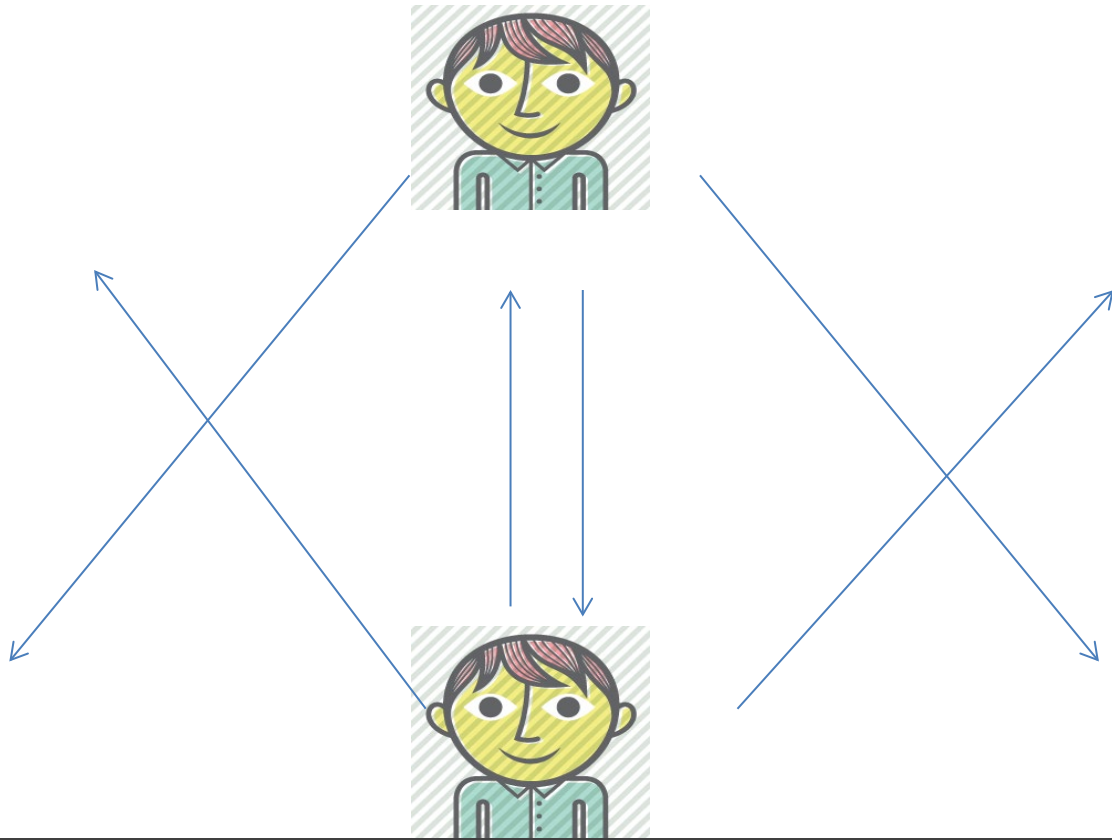
As Owner of the above-identified residence, I certify that; The attached plans, herein submitted for review and approval of the Architectural Committee, were made available to the above neighbors for their review. Also, by signing above they have indicated that they have reviewed the plans and /or specifications as required by the Association.

Additionally, I understand the Architectural Committee will take neighbors objections into consideration during their review, but they do not in themselves cause denial or approval of the plans and\or specifications.

SUBMITTED BY: (must be signed by Owner & submitted along with the Improvement Application Form V-A)

Owners Name:	Signature:
Address:	Tel: ()
City, Zip:	Email:

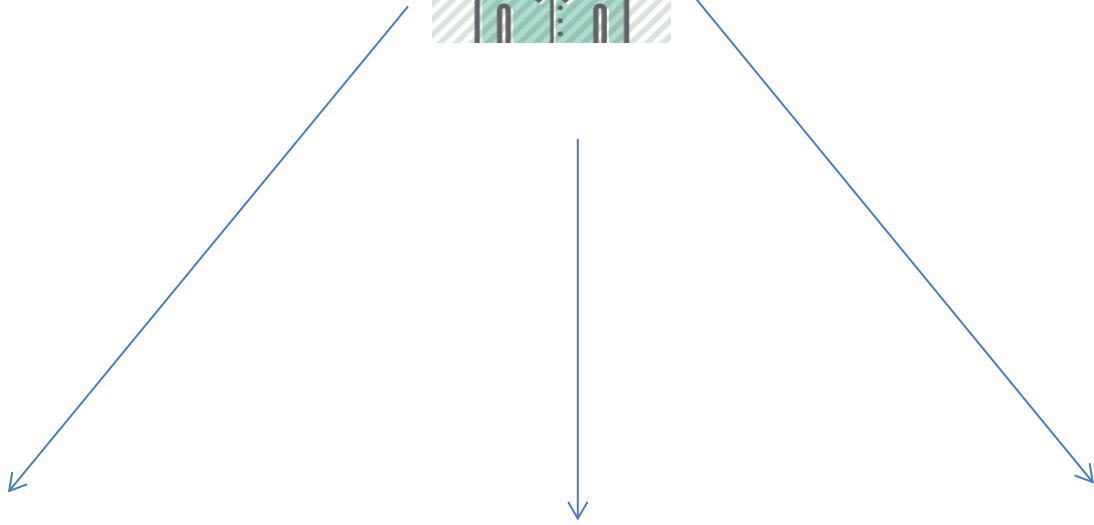
Photos of home should be provided from across the street facing the home including neighboring homes, as well as the front, sides, and rear views of the existing home.



BACK

HOUSE

FRONT



FRONT

HOUSE

BACK

TRABUCO HIGHLANDS COMMUNITY ASSOCIATION

IMPROVEMENT FEE SCHEDULE

NOTICE:

Before submitting your Application for Improvement along with the required documents and additional required forms please verify with the Association's Representative that this is the currently adopted issue of the Schedule. Along with your application please include a check in the amount required in accordance with the current Improvement Fee Schedule. Your application will be returned as incomplete if a check in the required full amount is not included with your application. Checks are made payable to the Trabuco Highlands Community Association.

ARC REVIEW FEE SCHEDULE

The fees for ARC review as scheduled below are required to be paid in full at the time of the Owner's improvement application. The fees are based on; the general cost of the reviews by the ARC, the community management firm processing fees and Association retained professional consultant review fees. The schedule of fees may be adjusted from time to time based on the Associations' historical and projected cost for such reviews.

Level 1	\$ 0.00 per application
Level 2	\$ 25.00 per application
Level 3	\$ 25.00 per application
Level 4	\$ 310.00 per application
Level 5	\$ 460.00 per application

If applications for improvements include items in several levels only the amount of the highest level will be required to be paid by the Owner to the Association.

*These are projected estimates with cost based on complete and detailed plan submittals in accordance with theses established guidelines. Additional outside reviews that become necessary may be charged at the third-party architect's hourly rate and handling.

Level 1 Reviews Maintenance & Replacement

1. Exterior Painting
2. Solar System Installation
3. Artificial Turf Installation
4. Like-For-Like Garage Door Replacement

Level 2 Reviews Minor Site Improvements

1. Arbor
2. Gazebo
3. Patio Cover
4. Fountain
5. Bar-b-q
6. Space heaters
7. Play/sports equipment
8. Dog runs
9. Windows & Door Replacements
10. Awnings
11. Shutter Installation
12. New Entry Door
13. Screen Door Installation
14. Re-Roofing

Level 3 Reviews Major Site Improvements

1. New fencing or walls
2. Balcony or elevated decks
3. Landscape
4. Hardscape
5. Pools & Spas (including equipment)
6. Ponds
7. Open Casita
8. Outdoor bar/kitchen
9. Outdoor fireplaces
10. Accessory structure/storage

Level 4 Reviews Minor Additions & Remodels

1. Remodel and additions under 500 square feet

Level 5 Reviews Major Additions, Remodels and Full Residence Replacements

1. Remodel and additions over 500 square feet
2. Insurance replacement
3. Voluntary full replacement
4. New construction on open lots