

Montecido at Portola Hills Association
Home Improvement - Architectural Application
(please type or print legibly)

The Declaration of Covenants, Conditions and Restrictions for our community requires that you obtain the approval of the Architectural Committee before commencing any improvements or alterations to your home or lot. To obtain this approval, please complete this form and mail or deliver along with the required copies of plans and other related material to

Montecido at Portola Hills Association
c/o Total Property Management
23792 Rockfield Blvd, Suite #100
Lake Forest, CA 92630

Owner's Name: _____ Day Ph. # _____

Address where work is to be performed: _____ Evening Ph. # _____

Follow these steps:

Note: Homeowners must submit plans and specifications to the Architectural Committee prior to installation/commencement of work.

- 1) Complete this form in its entirety (**front and back**).
- 2) Enclose three (3) full sets of drawings and detailed plans/specifications that provide the following:
 - a. Complete dimensions of improvements proposed (drawn to scale).
 - b. Measurements of improvements in relationship to home and lot lines.
 - c. Identification of building materials and color scheme to be used (if available, provide sample color chips).
 - d. Drawing showing affected elevations (patio covers, gates, et cetera).
 - e. Description/drawing showing how drainage will be affected (flow direction and slope).
 - f. For landscape improvements, provide a landscape site plan indicating scope of work, materials, names of plants and sizes of plants and drainage as noted in (e), above.
 - g. Specify type and anticipated height of trees and provide dimensions showing their planned locations.
Note: No trees may be planted within ten feet of sewer, drain or water supply lines
 - h. Specify waterproofing material for raised planters, if any.

Briefly describe the nature of the work to be performed: _____

**** Important - Read Carefully ****

Any compliance with Local Government Ordinances and Building Codes regarding architectural/structural changes and additions are strictly between the homeowner and these regulating bodies. Approval of this request by them does not imply the Association's acceptance based upon the above mentioned regulations. It is your responsibility to contact these regulating bodies as required. If further architectural and/or design changes are to take place, which are not part of this application, applicant must submit a new application for the proposed improvements. Your request will be reviewed by the Architectural Committee and you will be given a decision within thirty (30) days from receiving a completed application including all plans and specifications as outlined above.

The undersigned owner acknowledges and agrees that:

1. No work on the proposed improvements shall commence until I have received written approval of my final improvement plans from the Architectural Committee and have satisfied any and all conditions of such approval.
2. My failure to obtain the required Architectural Committee approval of any improvements or to comply with all applicable architectural standards will constitute a violation of the CC&R's and I may be required to modify or remove such improvements at my sole expense.

Homeowner Signature _____
Date

For Architectural Committee Use Only

Date Application Received: _____

Action by Architectural Control Committee: Approval Non-Approval

Conditions of Approval/Reason for Disapproval: _____

Date _____
Signature of Architectural Committee Chairperson

**Montecido at Portola Hills Association
Neighbor Awareness Form**

The intent of this form is to advise your neighbors who own residences facing and adjacent to yours of your planned improvement. Failure to obtain these signatures could delay approval in cases where visibility, drainage, noise, et cetera are involved. Neighbors are invited to contact the Architectural Committee to discuss their concerns and comments. However, while neighbor's comments are welcome, final disposition of all applications will be based on the application's conformance with architectural guidelines, standards and procedures.

The undersign applicant certifies that the attached plans and specification were made available to the following adjacent (facing, side, rear) neighbors as listed below.

Address of Improvements: _____

Description of Improvements: _____

Please have neighbors complete, print name, and sign this section

Next Door Neighbor:

Print Name: _____

Signature: _____ Date: _____

Address: _____

Comments: _____

Next Door Neighbor:

Print Name: _____

Signature: _____ Date: _____

Address: _____

Comments: _____

Rear Neighbor:

Print Name: _____

Signature: _____ Date: _____

Address: _____

Comments: _____

Facing Neighbor:

Print Name: _____

Signature: _____ Date: _____

Address: _____

Comments: _____

Applicant's Signature

Date