

**PACIFIC SHORES AT RANCHO SAN CLEMENTE HOMEOWNERS
ASSOCIATION**

C/o Tritz Professional Management Services, Inc.

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Dear Homeowners:

This is to clarify the Architectural Review Committee (ARC) purpose, application rules and current procedures. Although the process has changed over the years with various management companies, boards and ARC committees, the overall purpose remains the same. The Pacific Shores and Rancho San Clemente ARC committees are responsible for making sure your proposed changes comply with the applicable CC&Rs restrictions and requirements, protect views, and are in harmony with the architectural design of Pacific Shores. The applications also create a permanent record of all approved projects for your address. This notice is intended to help expedite the approval process and prevent problems that could affect your project. Complete details can be found in the CC&Rs on Pacific-Shores.org.

1. Homeowners must submit ARC applications, and obtain **prior** written approval for ALL EXTERIOR improvements, additions, modifications, replacements, and changes to your home or lot. (Examples include, but are not limited to landscaping, hardscaping, lighting, painting, shade structures, balconies, walls, fences, gates, windows, doors, roofs, driveways, sheds, pools, ponds, fountains, barbeques, basketball hoops and the like.)
2. ARC approval is required for all landscaping in front and back yards that can be seen from streets and common areas, and any tree or hedge that will **exceed three (3) feet tall**. (The ARC committee also recommends that your proposed landscape design follow the current fire safety guidelines of the OCFA.)
3. **Failure to obtain the required association approvals before making any improvements is a violation of the CC&Rs and can result in required modifications, or removal at the owner's expense.**
4. Please submit separate ARC applications for each proposed project. Include all necessary details (such as height, style, material and color) and diagrams with four (4) neighbor awareness signatures as required by the CC&Rs. Paint applications only need the approved Dunn-Edwards scheme number, with four neighbor awareness signatures. Incomplete applications will delay the process. (Impacted neighbors are next to, across from, above, or below you.)
5. Send all ARC applications to sue@tpms.net before the last Wednesday of each month to allow processing of your application at the next Pacific Shores and RSC HOA monthly meetings. Applications submitted after this deadline may not be approved until the following month, delaying your project.

6. You will receive a letter after your application has been processed by the RSC master association, letting you know if your application has been approved or rejected. Please keep in mind that ARC Approvals are valid for 90 days. (You may request an extension to complete the project, however you must submit a new ARC application if you have not started within 90 days.)
7. The **COMPLETION NOTICE** is part of the ARC application and must be returned to sue@tpms.net so your project request can be properly closed.

Thank you for your cooperation with this set of restrictions and for your assistance in preserving the harmony and value of our Pacific Shores homes.

The Pacific Shores Architectural Committee