

THE AVALON MANAGEMENT GROUP, INC.
“Excellence in Association Management”

43529 Ridge Park Drive, Temecula, CA 92590 (951) 699-2918 FAX (951) 699-0522

Dear Villages Homeowner:

Thank you for requesting the enclosed APPLICATION FOR IMPROVEMENTS.

As you are aware, the governing documents of the Villages Community Association place a requirement on both the Board and the individual owners to have all improvements to the exterior of the home or lot approved in writing by the Architectural Control Committee (ACC) prior to beginning the work. The enclosed form is the first step in this process.

The form itself is for the most part self-explanatory. What the ACC is looking for is a description of what you want to do and the materials and colors that will be used. Blueprints and/or diagrams are required for all improvements. If blueprints and/or diagrams are submitted, you will need to provide two (2) copies. Samples of colors to be used also must be submitted.

Due to governing documents and legal advice, the ACC application has a section on the form for Adjacent and Impacted Owner Acknowledgement. This section is the most frequently overlooked area and as a result of not being completed is the main reason the majority of the applications are denied. Neighbors which would be impacted by your improvement must sign that they know the improvement may take place. By example, you may wish to install a structure in front of your home, so you would include owners next to you and across the street. When in doubt, have everyone sign.

After we receive the completed form, we will review it to be sure that it has all the necessary documentation. At that time, we will send you confirmation indicating we have received your application. If you do not receive this confirmation, please contact our office.

You will be notified in writing within thirty (30) days of our confirmation if the application is approved, denied, or if changes need to be made. You may not begin any work until you receive the written notification of approval.

CHECKLIST:

- Complete Exhibit A, full description of proposed improvements
- Owners signature Exhibit A & B
- Adjacent neighbor signatures Exhibit B
- Two (2) copies of plot plan/diagrams
- Distances from property line shown where needed?
- Materials and colors shown? (brochure or samples attached?)
- Drainage plan shown?
- Tree types shown?
- City permits required?

Should you have any additional questions, please do not hesitate to contact our office.

Very Truly Yours,

Board of Directors
The Villages Community Association

THE VILLAGES COMMUNITY ASSOCIATION

ARCHITECTURAL APPROVAL APPLICATION

Date: _____

Applicant Name: _____

Site Address: _____

Telephone Number: (____) _____

Applicants Mailing Address (if different from above) : _____

Modification Requested: _____

Estimated Commencement Date: _____

Estimated Completion Date: _____

Contractor / Company Name: _____

Architectural Control Committee:

You are hereby advised that the work described above is proposed and approval is requested. Attached is a drawing of work to be done and types of materials to be used as indicated on the drawings. We understand that the County of Riverside or appropriate governing agency requires building permits for home improvements, and that the cost of the permits, and subsequent inspection, will be borne by us.

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

Signature (s) of Owner (s): _____

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

ADJACENT AND IMPACTED HOMEOWNER STATEMENT

On _____, 20____, I notified the persons listed below of my intent to submit plans to the Architectural Control Committee for approval. I agree to make these plans available to these homeowners for review, including those that adjoin at the rear of my property.

Signature of Submitting Owner: _____

Please Print or Type Name Here: _____

Address: _____

Neighbor Address:	Print or Type Name	Neighbor Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

FOR COMMITTEE USE ONLY: DO NOT WRITE BELOW THIS LINE

Date Received: _____ Reviewed: _____ Approved: _____ Rejected: _____

Committee Comments: _____

Committee Member Signature Print or Type Name

Committee Member Signature Print or Type Name

Committee Member Signature Print or Type Name

Committee Member Signature Print or Type Name



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.villagescommunity.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. 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.

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 Villages Community Association
C/O Avalon Management
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