

TURTLE ROCK HILLS COMMUNITY ASSOCIATION (TRHCA)

Procedure and Application for Architectural Approval of Remodel

The Declaration of Covenants, Conditions and Restrictions (CC&R) for Turtle Rock Hills Community Association (Article VII, Section I) requires that each member of the Association obtain written approval from the Association **before making any** improvements or alterations to the member's home.

In order to obtain written approval for a remodel, a member must submit a package containing the following:

1. A signed **application form** (see below).
2. **Two (2) sets of the IDENTICAL Architectural Plans that will be submitted to the city for approval.**

Note: Any changes to the submitted Architectural Plans during construction must be submitted to TRHCA for review. Failure to notify TRHCA of **any** plan changes may result in a cease and desist order. Furthermore, if additional square footage is added during construction, the TRHCA shall require an additional deposit based on the increase in square footage.

3. **Samples of materials** (small size) that can be retained by TRHCA including color samples and/or catalog sheets describing materials, finishes, and colors.
4. **Names, addresses and signatures of neighbors'** who face, are adjacent to, or will be impacted by the proposed remodel are set forth on one copy of the architectural plans indicating the neighbors' have reviewed the plans.
5. **An application fee (the "Deposit")** in the amount of \$_____. Please make the check payable to Turtle Rock Hills Community Association. Application Fee is calculated at One US Dollar and Fifty Cents (\$1.50) per square foot with a minimum fee of \$500.00.

You may deliver the completed application to a Board member or send it to the TRHCA's management company at their address listed below.

If the above items are not submitted, your application will be deemed incomplete and it will be automatically disapproved. If your application is disapproved, you will need to submit a new application for consideration.

Upon receipt of the completed application, your plans will be reviewed to ensure that they comply with the Associations' CC&Rs and Architectural Guidelines. The Association can take up to thirty (30) days from receipt of an application to make a decision.

The Deposit will be refunded less any expenses incurred by the Association for enforcing the Associations' CC&Rs, and Policy and Procedures provided the following conditions have been met:

1. Upon completion of the remodel, the applicant will arrange for a walk through inspection to be conducted by a Board member(s) appointed by the Board to serve this function. The purpose of the inspection is to verify that the finished exterior remodel is in compliance with the approved plans.
2. All trash/debris and including any portable potties/or temporary utility boxes have been removed.

Upon satisfaction of these conditions, the Deposit less Association expenses incurred, if any, will be refunded within 30 days of the Architectural Committee's inspection.

Please submit all items to: Turtle Rock Hills Community Association
c/o Huntington West Properties, Inc.
P. O. Box 1098
Westminster, CA 92684

You may also hand deliver the required items to a Board member.

TURTLE ROCK HILLS COMMUNITY ASSOCIATION (TRHCA)

Application for Architectural Remodel

Homeowner Name(s): _____

Homeowner Address: _____

Lot Number: _____ Tract Number: _____

Home Telephone: _____ Cell Phone: _____

Email: _____ Email: _____

Proposed Start Date: _____ Expected Completion Date: _____

Existing Square Footage: _____ Proposed Square Footage: _____

Brief Description: _____

Homeowner Declaration:

1. I/we have received, read and understand the CC&Rs and the Architectural Guidelines and agree that the provisions of the same are made a part of this Application, including all homeowner obligations and liabilities therein. I/we also acknowledge that Architectural approval is not intended to be, nor shall it be considered a substitute for obtaining all required City and any other governmental permits, and/or inspections at my/our sole expense.
2. No work on the proposed improvements shall commence until I/we have received written approval from TRHCA and have satisfied any and all conditions to such approval.
3. My/our failure to obtain the required TRHCA approval of any improvements or to comply with all conditions set forth by TRHCA will constitute a violation of the CC&Rs and I/we understand and agree that I/we may be required to modify or remove such improvements at my/our expense, and that TRHCA may seek any remedy or relief to which it may be entitled under law.
4. I/we understand that any Architectural approval will lapse after ninety (90) days. If I/we fail to start construction within 90 days of receiving Architectural approval, I/we must resubmit my/our application. I/we further understand and agree that if any changes are made to my/our architectural plans as approved, I/we will submit such changes to TRHCA for approval prior to making such changes.

Signature of Homeowner: _____ Date: _____

Signature of Homeowner: _____ Date: _____

Date Received by TRHCA: _____ Approved _____ Disapproved _____