

**TURTLE ROCK HILLS COMMUNITY ASSOCIATION**  
**Procedure and Application for HOME IMPROVEMENT Approval**

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 HOME IMPROVEMENT, a member must submit a package containing the following:

- **Each application MUST INCLUDE a DRAWING showing the location of the home improvement PLUS one or more of the following, as applicable:**
  - For PAINT: ATTACH the COLOR NAME and NUMBER with samples for each item and if these are existing colors.
  - For LANDSCAPING: ATTACH NAME, TYPE, and SIZE of each plant.
  - For NON-LANDSCAPING: ATTACH MANUFACTURER, MATERIAL, TYPE, STYLE, and SIZE of ITEM, as applicable. Include the MANUFACTURERS' BROCHURE or a SAMPLE of MATERIAL.

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.

ALL APPLICATIONS MUST RECEIVE PRIOR WRITTEN APPROVAL BY THE TURTLE ROCK HILLS COMMUNITY ASSOCIATION (TRHCA). Approval is not in lieu of necessary city permits nor is TRHCA approval indicative of adherence to city building codes.

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

Turtle Rock Hills Community Association  
c/o Huntington West Properties, Inc.  
P. O. Box 1098  
Westminster, CA 92684.

Upon receipt of the completed application, it will be reviewed to ensure that it complies 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.

If your application is approved, the home improvement must be started within ninety (90) days and completed within 120 days of the start date. If you fail to start the home improvement within in 90 ninety days, your approval will lapse and you will need to submit a new application for approval.

Once an application for home improvement is approved, any proposed changes to the project must be submitted to TRHCA for approval PRIOR to making such changes.

**TURTLE ROCK HILLS COMMUNITY ASSOCIATION (TRHCA)**

**Application for HOME IMPROVEMENT Approval**

Homeowner Name(s): \_\_\_\_\_

Homeowner Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Brief Description: \_\_\_\_\_

**Area affected (CIRCLE all that apply):**

- |                      |                      |
|----------------------|----------------------|
| Awning               | Driveway             |
| BBQ (outdoor)        | Entry Doors          |
| Deck                 | Garage Door          |
| Exterior Lights      | Paint                |
| Fence                | Roof                 |
| Fireplace (exterior) | Satellite Dish       |
| Fountain             | Stucco/Siding        |
| Gas Line             | Trim                 |
| Patio/Patio Cover    | Windows              |
| Pool/Spa             | Other: Specify _____ |
| Plants/Trees         |                      |
| Walkway/Path         |                      |

**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.

Signature of Homeowner: \_\_\_\_\_

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_