

TURTLE ROCK HILLS COMMUNITY ASSOCIATION

HOME IMPROVEMENT APPLICATION Procedure

The Declaration of covenants, Conditions and Restrictions (CC&Rs) for Turtle Rock Hills Community Association (Article VII, Section 1) requires that each member of the Association obtain written approval from the Association **before** making **any** improvements or alterations to the member's home.

A Home Improvement (as distinguished from a Remodel) is defined as any change to the exterior of the dwelling or to the property that does not include changing the square footage of the dwelling or moving, tearing down or constructing exterior walls of the dwelling. Changing the square footage of the dwelling or moving, tearing down or constructing exterior walls of the dwelling is considered a "remodel" and requires a different procedure and application.

In order to obtain written approval from the Association for a Home Improvement, a member must submit an application package to the Association that contains the following items:

1. Application Form. A completed Application for Home Improvement that is signed and dated by the member.
2. Plans. A schematic drawing showing (i) the exact location of the home improvement, (ii) the location of the home improvement in relation to the dwelling and the property boundaries if it is not integral to the dwelling, (iii) changes in elevation anywhere on the property (e.g., raised patios, decks, flower beds, etc), and (iv) the dimensions of the home improvement (including length, width, height and depth). In addition, for landscaping, attach a list of the plants that tracks to the schematic drawing showing the botanical name as listed in the Sunset Western Garden Book and the plant size.
3. Materials. A list of the materials to be used that includes type, style, color, and manufacturer. A sample of the material must be included. If a sample is not available, include the manufacturer's brochure. For lighting, include the number of lumens. For paint, include the color name, number and a color swatch.
4. Picture. If the Home Improvement is a replacement of an existing item, attach a picture of the item to be replaced.
5. Deposit. A check in the amount of \$250 made payable to Turtle Rock Hills Community Association. The deposit will be refunded upon completion of the project provided that the project was completed in compliance with the conditions of the approved application.

If an application package does not include the aforementioned items (as applicable), the Application will be deemed incomplete and automatically disapproved. If the Application is disapproved, the member must submit a new application for consideration.

A Home Improvement Application must be received by the **1st day of the month** to be considered by the Board at the monthly Board meeting which is held on the second Tuesday of each month. Applications which are received after the 1st day of the month and the date of the Board meeting will be deemed untimely and moved to the following month for review.

Home Improvement Applications should be delivered to the Association's manager at the following address:

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

Any questions regarding the Home Improvement application or process should be directed to:
Bonnie Atkinson, Property Manager
714-891-1522 ext. 229
bonnie@huntingtonwest.com

The Board may request that a director(s) of the Board visit the member's property to get a better understanding of the Home Improvement project.

All Home Improvement Applications will be reviewed by the Board in open session at a regularly scheduled Board meeting. Members are encouraged to attend the meeting when their application is reviewed but are not required to do so. After the Board has either approved or disapproved a Home Improvement Application, the member will receive a written letter from the Association that contains the approval or disapproval. Members cannot start a Home Improvement project until they receive approval from the Association. Members who do not submit a Home Improvement Application or start a Home Improvement without approval will be fined.

Upon approval of a Home Improvement application, the member is required to start the project within 90 days of approval. Projects should be completed within 120 of commencement. If the project cannot be completed within that period of time, the member should notify the Association for an extension.

Members should be aware that approval by the Association of a project is not in lieu of any necessary city permits nor is Association approval indicative of adherence to city building codes.

Once an application is approved, any proposed changes to the project must be submitted to the Association for approval prior to making any such changes. Members who make changes without approval will be fined.