

Home Improvement Application

Always refer to the Greer Ranch Community Association Design Review Guidelines prior to completing and submitting a Home Improvement application.

Neighbor Awareness

Please note that you are required to obtain the signature of the Deeded Homeowner who owns the property adjacent to your lot/property line. They must sign both the plans as well as the appropriate signature line on the application. The signature must be of the deeded homeowner and not a tenant. Applications/plans that do not have the required signatures will not be considered complete and will be returned to the homeowner without further review.

For further information regarding this requirement, please refer to the Greer Ranch Community Association Design Review Guidelines, I. Procedural Standards (A) 5, 8.

GREER RANCH COMMUNITY ASSOCIATION
ARCHITECTURAL PLAN SUBMITTAL PROCESS

Homeowner to complete:

- 1 Greer Ranch Community Association Home Improvement Application (Appendix A)
- 1 Neighbor Awareness Form
- 3 Sets of Plans
- Architectural Review Fee of \$150.00 (*Through the close of escrow from original builder, an application fee of \$150.00 was collected. Resale homes must submit \$150.00 with Home Improvement application.*) ** Fee for solar applications is \$75.00 (approved 11/2011)

Items are to be mailed to or dropped off at:
 Greer Ranch Community Association
 c/o Everett's Place
 35500 Greer Road
 Murrieta, CA 92562

Design Review Committee has 60 days to review plans and render decision.

APPROVED PLANS

Written approval sent to homeowner along with 1 copy of plans. Any additional deposits or fees would be due at this time (CC&R's Article IX, Section 5, Item G). Homeowner has 60 days from the date of approval to complete construction. Homeowner may request additional time from the DRC, if necessary by submitting a written request.

No later than 30 days after the Improvement deadline, homeowner must complete the "Notice of Completion" form including photos and mail them to the address above.

Upon receipt of the "Notice of Completion", GRCA has 60 days to inspect the Improvements.

Successful Improvements

Incorrect Improvements

GRCA has 30 days to notify homeowner in writing of non-compliance.

Homeowner has 30 days to remedy non-compliance to avoid enforcement by the DRC.

DENIED PLANS

Homeowner to make corrections and resubmit plans within 30 days, or additional fees may be accessed for review of the resubmittal.

Homeowner may appeal the decision in writing to the Board within 30 days of receiving written notification of denial.

Board has 45 days following receipt of written appeal to render its decision.

Homeowners are to keep copies of the Home Improvement Application form, plans, Neighborhood Awareness form and photos for their records.

Appendix A

**Greer Ranch Community Association
HOME IMPROVEMENT APPLICATION**

Date: _____

Name: _____

Property Address: _____

Neighborhood Name: _____ Lot Number: _____

Day Phone: _____ Evening Phone: _____

Mailing Address (if different from above): _____

Description of Proposed Improvements: _____

Proposed Dates: Starting: _____ Completion: _____

If you wish for the Committee to update you by email, please list your email address: _____

Please complete and include this request along with three (3) copies of your proposed home improvement plans to:

Greer Ranch Community Association
c/o Everett's Place
35500 Greer Road
Murrieta, CA 92562

To hasten the approval process, please follow these guidelines:

1. Please complete a description of the proposed structural or landscape changes.
2. Include three (3) sets of plans to scale that show:
 - a. Location of improvements in relation to home & property lines
 - b. Complete dimensions of improvements proposed
 - c. Description of materials and color scheme
 - d. Clearly marked planting plan listing plant types, sizes, quantities and location of plant material
(Please be courteous to others when considering the use of any plants or trees that may litter onto other yards or the common area.)

Note: It is the homeowner's responsibility to depict any easement, which may be on their Lot and indicate the location and type of easement on this Home Improvement Application and on the plans. Please refer to the "Notice of Annexation" document (Exhibits/Plot Plans) received by you upon your close of escrow.

Signature of Member: _____

Date: _____

Neighbor Awareness

This is intended to advise your neighbors who own property adjacent to your lot/property line. This includes side, rear, and the possibility of front, or across the street neighbors. Have each of your neighbors sign the plans and on the corresponding spaces in accordance with the diagram on the next page.

NOTE: Neighbors A and B must sign all applications. If the improvement is in your back/side yard, C, D, and E must sign. If the improvement is in the front yard, F, G, and H must sign. If a unit is vacant, a lot has not been built on, or the area is a street, paseo, park, school, apartments, etc., please write this on the signature line. If the area is model home(s) please obtain the sales office signatures. Leaving the signature space blank or N/A will result in your application being returned to you, creating a delay in the review process.

Attention Neighbors: If you don't agree, please feel free to circle "No". If the DRC determines it necessary, you **may** be requested to attend a hearing with the Design Review Committee to express your concerns. If invited, failure to attend will constitute your consent.

C	D	E
A	YOUR HOME	B
YOUR STREET		
F	G	H

Neighbor (Print Name)

Signature / Date

A _____

Address _____

Lot # _____

B _____

Address _____

Lot # _____

C _____

Address _____

Lot # _____

D _____

Address _____

Lot # _____

Neighbor (Print Name)

Signature/Date

E _____

Address _____

Lot # _____

F _____

Address _____

Lot # _____

G _____

Address _____

Lot # _____

H _____

Address _____

Lot # _____

***** FOR DESIGN REVIEW COMMITTEE USE ONLY *****

- Do not pour concrete against existing fences
- Do not backfill against existing fences
- Core through curb for drainage
- Maintain existing drainage pattern or provide alternative draining method
- Submit additional impacted neighbor signature for:
- Refer to all conditions listed in the enclosed letter

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- APPROVED APPROVED WITH CONDITIONS DENIED AS SUBMITTED
 - RESUBMITTAL REQUIRED ADDRESSING DRC CONDITIONS

DATE REVIEWED: _____ REVIEWER SIGNATURE: _____

Greer Ranch Community Association – Work/Construction Guidelines

Please review and acknowledge receipt of this document prior to beginning of any work

1. **CONFORMITY TO APPROVED PLANS**

All construction must be completed in accordance with the approved plans. **The Association MUST approve ANY/ALL CHANGES to these plans.** Failure to do so may result in a construction stop order, fines and liens.

2. **HOMEOWNER RESPONSIBILITY** - Homeowners are responsible for all contractors, subcontractors, and workers. Violations of any Greer Ranch Community Association Governing Documents or deviations of plans approved by the (HOA) may result in

- A. A construction stop order.
- B. Denial of access to all contractors, subcontractors, and workers.
- C. Corrective action may be taken directly by the Association if request to correct violations are not completed by the contractor or owner.

3. **DAMAGES.** Homeowners and Vendors are liable for any and all damage, which may include damage to roads, paths, utility infrastructure, or landscaping or structure **on Private or Association owned property.** Damaged areas must be restored to the original condition or restitution paid to and agreed upon by the property owner.

4. **CONTRACTOR PARKING** - All vehicles must park on the job site property whenever possible. When street parking is deemed necessary, parking then is restricted to one side of the street only, and parking must be with the flow of traffic. **Additionally, parking and/or staging of equipment or materials on sidewalks or streets is prohibited.** Do not block fire hydrants, mailboxes or driveways. Use of adjacent properties, medians or (HOA) property for staging parking is prohibited without expressed written pre-authorization from Management. Vehicles and trailers may not be left in the community overnight. The HOA must be notified prior to bringing in any dumpster, POD or portable toilet.

5. **Pets** . Commercial entities/vendors may not bring pets into the community.

6. **Soliciting** - Door to door soliciting for business is strictly prohibited

7. **Waste** - All vendors have the duty to ensure that their waste is adequately secured and disposed of at all times. **Staging of Dumpsters on any HOA street is strictly prohibited.** Each vendor shall ensure that all debris is adequately secured and covered during transit. Liquids, to include pool water and other debris may not be discharged or dumped on the **Greer Ranch Community Association** streets at anytime. Dumping on private or common properties is prohibited.

8. **Traffic Control and Speed Limits** . All drivers must obey the posted speed limit and other traffic control signs posted throughout the community. Drivers should be aware that the Murrieta Police Department (MPD) is authorized to enforce the Uniform Rules of the Road on the roads of the community. Greer Ranch Security Officers will enforce speed limits (speed detection devices are utilized), reckless driving and failure to comply with traffic devices within Greer Ranch (HOA). Violations may result in fines

9. **Contractor Hours:** Monday . Friday 7am . 7pm, Saturday 8am . 7pm. Please note that contractors must be off property no later than these hours.

I acknowledge that I have read and reviewed the above guidelines and agree to fully follow and abide with them.

Owners Name: _____
Please Print

Owners Signature: _____ **Date** _____

Property Address: _____

A copy of these signed guidelines to be provided to the homeowner as well as filed with the application