

# REDLANDS VILLAGE HOMEOWNERS ASSOCIATION

## ARCHITECTURAL REQUEST FORM

Please Return To: So Cal Property Enterprises, Inc., 1855 Sampson Avenue, Corona, CA 92879  
Phone (951) 270-3700

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

### *I. Proposed Project Information*

Describe the proposed improvement in detail: \_\_\_\_\_

\_\_\_\_\_

### *II. Documents Required for Submittal*

- Three (3) sets of detailed plans as specified in Landscape and ARC Guidelines
- Three (3) sets of this application form

Homeowners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this document, I certify that the items included represent a true representation of the improvements that I plan to make to my property.

\*\*\*\*\*

Approved       Denied

Conditions of Approval/Reason for Denial: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

# Redlands Village Homeowners Association Landscape and Architectural Guidelines

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## **I. Objective:**

The objective of the Landscape/Architectural Review Committee (ARC) is to facilitate the evaluation of proposed improvements for each residence in order to assure and promote a cohesive improvement program, which will benefit and enhance the quality of living for each individual family.

Sensitivity to the privacy of each resident regarding visibility, noise, odor, vegetation infringement, night lighting, security, hazardous situations, child proofing, animal control, etc., will be thoroughly evaluated.

Each proposed Landscape Improvement program must first comply with any and all CC&R requirements, as agreed, as well as local codes and ordinances. Approval by the Association does not, however, constitute a representation or warranty by the Association that the proposed improvements comply with local codes and ordinances.

While consideration may be given by the ARC, with regard to the obstruction of any homeowners view, the documents specifically do *not* protect any homeowner's view, and protection of any such views may or may not be considered when approving a proposed Improvement. Such consideration is solely at the discretion of the approving ARC, per the CC&Rs.

These Landscape Improvement Requirements are in no way an attempt to dictate the character of the design program, but rather to assure that the design program takes into consideration any obstructions and/or adverse affects to surrounding neighbors.

## II. SUBMITTAL REQUIREMENTS

### PLAN REQUIREMENTS FOR ALL SUBMITTALS:

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed "Architectural Application"  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date on plans  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two (2) complete sets of plans   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | House/Property street address & phone number   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | House/Property lot and tract number  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper scale (Site plan @ 1/8" - Floor plans @ 1/4" - Elevations at 1/8" - Landscape @ 1/8") |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name, address & phone number of entity that prepared the drawing                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list   |

### Site and/or Landscape Plan:

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all property lines accurately as to length, angles and amount of curve.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show existing building(s)/structure(s)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show existing walls, fences, gates, sidewalks, paving, planters and other constructed or hardscape elements, which impact the design  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show all applicable utilities & improvements  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show proposed planting areas  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show proposed decks, fences, walls, stairs, trellises, arbors gazebos, spas, ponds, fountains, ornamental rocks, barbecues, courts, play equipment, apparatus and yard lighting.            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans for proposed fence and wall drawings shall note materials, colors and heights. Heights shall be noted relative to the immediate ground elevation.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pools and spa plans shall include the locations, size and sound mitigation treatment of all mechanical equipment.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions (In feet and inches)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grade changes   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of new area drains and drain pipe routing  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading & Drainage Notes  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction Notes  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Walls, fences, gates, screens, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trellises, overheads, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fountains, ponds, pools, spas, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Barbecues, fireplaces, fire pits, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical equipment including all motors, pumps, filters, controllers, timers, compressors & air conditioner condensers, etc.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting fixture locations, heights & sizes with bulb type & wattage  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior lighting to be indirect and shielded from adjacent properties. All lights must be compatible with house design and should be simple in design & color. No exposed wires or cables. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Photos of project site depicting existing site conditions and adjacent property relationships.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

### Exterior Elevations:

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevations of existing and proposed architectural elements with roof slope pitches          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ridge heights   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Note all finish materials, colors and textures of proposed work.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Note if proposed finishes and material are to match existing finishes and materials.        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Color & material board clearly depicting materials and/or colors that differ from existing. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exterior materials, trims, detailing and finishes   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special note - see end of check list  |

**Floor Plans:**

- Indicate all walls, columns, openings and any condition or feature that will affect the exterior design of the structure
- Floor plans of existing and proposed room layouts with horizontal dimensions and all features that affect the exterior - windows, doors, overhangs, etc.
  
- Show dimensions of proposed work and related existing work and indicate relationship
- Delineate all parts of the exterior that cannot be shown on elevation drawings
- Clearly identify proposed new work areas and differentiate existing work areas from them
- Special note - see end of check list

**Roof Plan:**

- Show all existing and proposed roof surfaces, noting pitches and overhangs.
- Call out existing and proposed roof materials and colors
- Ridge heights
- Special note - see end of check list

**Mechanical and Solar Energy Plans:**

- Show all mechanical devices exposed to the exterior including solar collectors, storage tanks, piping, and other distribution and collection components
- Devices are integrated into the roof design and flush with existing roof slope
- Frames are colored to complement roof
- No natural aluminum frames
- Mechanical equipment screened
- Special note - see end of check list

**GENERAL DEVELOPMENT GUIDELINES**

**Heights:**

- Maximum height of the occupied area of all other structures including patio structures, trellises and gazebos shall be limited to ten (10) feet.
- All portions of proposed structure that are decorative and unoccupied and exceed the twelve (10) feet limit are subject to review and may not be permitted
- Vertical trellises, trellage, grills or small arbors are not any higher than seven (7) feet
- Element does not exceed the height of the adjacent property line fence/wall or six (6) feet, whichever is less
- Freestanding fireplace chimney does not exceed six (6) feet in height.
- Special note - see end of check list

**Fences and Walls:**

- Existing fences/walls are not removed or modified
- No double walls constructed side by side
- Fences, walls and gates are no more than six (6) feet or are the same or less in height than the existing fence/wall
  
- Retaining walls blend in and compliment style of home
- Planter walls blend in and compliment style of home
- Drainage system provided near wall footing
- No exposed wooden fences with the exception of lattice screens or trellage are viewed from public place

**Fences and Walls (Continued):**

- Material, color & texture to be compatible with existing house (no uncovered concrete block)
- Maximum height is 6 feet above adjacent grade or equal to or below the height of existing walls
- Do not modify (lower or raise) the grade adjacent to any existing walls, fences, gates and or pilasters or columns
- No uncovered concrete block
- Special note - see end of check list

**Door and Window Coverings:**

- No screen door on front or main entry door
- No aluminum or metal awnings or covers over windows or patios
- No aluminum foil, paint, sheets or other unsightly covering on windows
- Security screen door (front or main door)
- Special note - see end of check list

**Garage Doors:**

- Garage door is compatible in design and color with house.
- Garage door is simple in design and color (no ornate decoration).
- Special note - see end of check list

**Exterior Lighting:**

- Lighting fixture locations, heights & sizes with bulb type and wattage noted on plan
- Lighting is indirect and shielded from adjacent properties
- Lighting is compatible with house design and is simple in design and color
- No exposed wires or cables
- No exterior lighting placed so as to cause an unreasonable glare or illumination on any other private property or common area
- Lamp source is not high-pressure sodium, metal halide or other inappropriate type
- Special note - see end of check list

**Patio Covers, Gazebos, Trellis and Sundecks:**

- Provide exterior elevations of all proposed structures including trellises, gazebos, and shade structures
- When proposed improvement is attached to existing home, show the existing elevation in relation to the proposed improvement.
- Trellis posts shall be located a minimum of 5 ft. and overhangs a minimum of 3 ft. from existing side or rear yard walls or property lines, which ever is the more restrictive
- Square footage is in proportion to the yard (is not more than 50% of rear yard area).
- Trellis height is not to exceed ten (10 ft.) above existing finish grade.
- Peaked or sloping roofed gazebos are not to exceed twelve (12 ft.) above the existing finish grade to the uppermost height of the roof
- Design, color, finish and detailing must be consistent with the existing house.
- Columns may be stucco or wood. (4x4 wood posts must have wood trim to appear wider and more substantial) No exposed metal posts permitted
- Any design features incorporated into the patio cover, gazebo, trellis and/or sundeck must be compatible in appearance with the existing house and surrounding community
- Side elevation not enclosed, except for hand or guardrail or portion of existing dwelling
- Special note - see end of check list

**Awnings:**

- Awnings are compatible in color and design with house.
- Awnings are simple in design and color..
- Awning size, location and form is in scale with the window.
- Special note - see end of check list

**Playground Equipment:**

- Basketball backboard is compatible with house design and is painted to match adjacent surfaces.
- Equipment does not exceed twelve (12) feet in height
- Play equipment can exceed perimeter wall height if screened from view with landscaping and color subdued.
- Special note - see end of check list

**Flagpoles:**

- Flagpoles must be compatible with the color and scale of the house.
- Special note - see end of check list

**BUILDING MATERIAL STANDARDS**

**Exterior Building Walls:**

- Utilized resawn wood trim to match existing trim, fascia, or barges
- Paint color and finish of trims, fascias, barges and doors matches existing
- Stucco color and texture matches existing
- Exterior cover material is consistent and continuous on building walls
- Special note - see end of check list

**Window and Door Openings:**

- Openings are located and detailed in a manner consistent with existing treatment
- Special note - see end of check list

**Window Glazing, Tinting and Shading:**

- Glass tinting and shading is consistent with existing treatment
- No reflective glass films and/or plastic roll up shades are proposed
- Special note - see end of check list

**Diverters:**

- Galvanized iron or aluminum diverters are painted to match roof vents or roof material
- Special note - see end of check list

**Roofs, Flashing and Vents:**

- Roofing material matches existing roofing material
- Built up roofing material on flat areas matches existing roof
- Roof pitches match existing
- Roof vents and flashing are painted to match roof color or existing vents
- Special note - see end of check list

**Gutters and Downspouts:**

- Gutters and downspouts are painted to match house color or trim
- Special note - see end of check list

**Wrought Iron and Tubular Steel:**

- Wrought iron or tubular steel is galvanized or bonded prior to applied finish color
- Wrought iron or tubular steel matches existing
- Special note - see end of check list

**LANDSCAPE REVIEW ITEMS**

**Trees:**

- Trees installed by original builder is retained
- Be appropriate in selection based upon ground space, horizontal and vertical clearance at reasonable level of maturity.
- Special note - see end of check list

**Shrubs, Ground Cover & Turf:**

- Botanical & common names of proposed plant material
- Plant sizes & locations on the plans
- Be appropriate selection based upon ground space, horizontal and vertical clearance at reasonable level of maturity.
- 100% of ground plane covered by plant material or shredded bark material

**Shrubs, Ground Cover & Turf (Continued):**

- No large areas of bare earth
- Shrubs to be planted at the base of the house, walls and fences visible from street
- Corner lot side yard area between fence/wall & walk to be planted with lawn, ground cover, shrubs and/or vines
- Special note - see end of check list

**Sprinklers:**

- Irrigation head layout shown on plan.
- Overspray shall not contact neighboring dwelling unit, property line walls/fences, or off of property.
- Special note - see end of check list

**Thematic Landscape Features:**

- No mirror balls, pink flamingos, statues, sculptures in front yard areas visible from street
- Astroturf, rock/gravel drought-tolerant landscaping may be acceptable, requires approval by ARC
- Except for patio covers/trellises and gazebos, no landscape feature (wall, fence, statue, sculpture, waterfall, fountain, etc.) shall exceed the height of the perimeter wall or 6 feet above the lowest immediately adjacent grade, whichever is less.
- Special note - see end of check list

**Visible to the Street Garden Walls & Planters:**

- Material, color & texture to be compatible with existing house (no uncovered concrete block)
- Maximum height is 6 feet above adjacent grade. Vines and shrubs encouraged to soften appearance
- Do not modify (lower or raise) the grade adjacent to any existing walls, fences, gates and or pilasters or columns.
- Soil not to be retained against wall unless designed to do so.
- Simple in design and color compatible with house.
- Metal fences to have horizontal top rail and vertical posts without decoration
- Maximum height is 5 ft. 6 in. and must be equal to or below the height of existing walls
- Solid wood fences are permitted and must be painted compatible with the house, if visible from the street in a color
- No chain link, poultry wire, woven wire, aluminum, sheet metal, plastic, fiberglass, wood rail, reeds, straw, bamboo, rope and other similar temporary or commercial materials are permitted
- No uncovered concrete block
- Special note - see end of check list

**Water Features - Spas, Swimming Pools, Reflecting Pools, Koi Ponds and Fountains:**

- Must not damage existing walls or fences
- All equipment must be completely screened from off-site view.
- All equipment noise impact on neighbors must be minimized with sound attenuation devices (i.e. masonry walls, metal enclosures, etc.)
- All solar collectors must be designed and located to be unobtrusive. Colors must be compatible with the house. All supports and piping must be enclosed or screened from view.
- Construction of Water Features must not disturb the neighbor's yards, property or improvements.
- Construction of Water Features must not disturb the Project's Homeowners Association property or improvements
- Construction of Water Features must not disturb the Master Association's property or improvements
- Special note - see end of check list

**Drainage:**

- All plant beds and paved areas must slope to drain at a minimum rate of 1% or 1/8" per foot with a slope of 2% or 1/4" per foot preferred.
- All drain pipes must drain at a minimum of 1/2" or 1/16" per foot with a slope of 1% or 1/8" per foot preferred.
- All grades in plant beds must be held a minimum of 6 inches below adjacent finish floor and 4 inches below the adjacent metal house screed
- All grades in plant beds must be held a minimum of 6 inches below the top of adjacent planter or retaining wall.
- All plant bed grades adjacent to existing walls or fences are not to be changed
- All finish surfaces of paving elements are to be held below the adjacent metal house screed
- All plant beds and paving are to slope and drain away from the house
- Utilize domed grates on catch basins in plant bed areas

**Special Note From Previous Sheets:**

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- 1) Do not change the grade adjacent to existing walls & fences
- 2) During the installation process, follow the "Drainage" guidelines found on this checklist.



# REDLANDS VILLAGE HOMEOWNERS ASSOCIATION

## Notice of Satellite Dish Installation

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

### Satellite Dish Agreement:

I, \_\_\_\_\_ (Insert Your Name), have read the satellite policy and procedure for the Association and agree to install the device per the requirements. The device will be installed on \_\_\_\_\_ (Insert Install Date). I understand that if the satellite dish device CAN NOT be installed per the attached agreement, I must submit an application for architectural approval PRIOR to installation detailing the proposed installation.

I understand that after installation, if the device is not in FULL and COMPLETE compliance, I am 100% monetarily responsible for making all necessary changes to the installation in order to bring the device into compliance. I am also aware that any damage resulting from the installation is my responsibility to repair.

I understand if I sell my home, I am responsible for the removal of the satellite dish device and must repair any and all damage to the area where the dish was installed, including all areas of wiring, etc.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please Fax or Mail to:*  
**So Cal Property Enterprises, Inc.**  
**1855 Sampson Avenue**  
**Corona, CA 92879**

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### BOARD OF DIRECTORS USE ONLY

IN COMPLIANCE


NOT IN COMPLIANCE

Corrections Required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

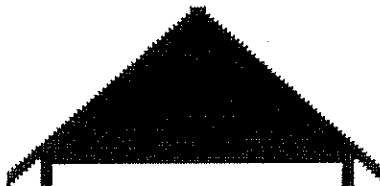
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REDLANDS VILLAGE HOMEOWNERS ASSOCIATION  
Neighbor Notification Form



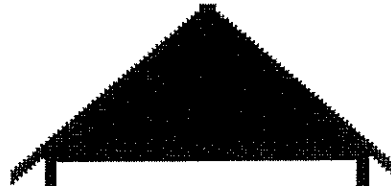
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Left rear neighbor**




Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Rear neighbor**




Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Right rear neighbor**




Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Left adjacent neighbor**




**YOUR HOUSE**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_



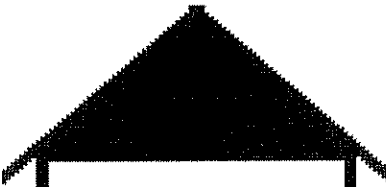
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Right adjacent neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Left front neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Front neighbor**



Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Right front neighbor**

If neighbor is not to be impacted by improvements, please write "Not Impacted" in signature line.  
Signature on above does not constitute approval of plans presented, only notification. Any concerns about plans being presented should be addressed, in writing, to at Redlands Village HOA, 1855 Sampson Avenue, Corona, CA 92879

**REDLANDS VILLAGE HOMEOWNERS ASSOCIATION**

**Notice of Completion Form**

Homeowner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Summary of Completed Improvements

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments (check box to indicate they have been enclosed):

- Copies of photographs of all improvements included. Please note that notice of completion form is not complete if photographs of improvements are not enclosed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, the homeowner is stating that improvements completed have been completed in accordance to the scope and specification of the approved architectural application and in accordance with the community's architectural guidelines.

**MAIL TO:**

So Cal Property Enterprises, Inc.  
1855 Sampson Avenue  
Corona, CA 92879