

**MARLBOROUGH VILLAS HOMEOWNERS ASSOCIATION**

**REQUEST FOR ARCHITECTURAL APPROVAL**

An Architectural Request Form must be filled out and submitted to the Architectural Review Committee for review.

**Units not having prior approval for improvements and/or changes are subject to a fine**

1. All exterior changes (skylights, repainting, painted doors, modified doors or windows, window planter boxes, etc.)
2. All Colors (exterior) shall be within the same color scheme currently being used. (Contact the Community Management for approved colors).
3. Block walls must be 12-course slump stone, minimum of 5-1/2 feet in height with a 4-inch transverse cap and must a City of Rancho Cucamonga building Permit approval. Block wall and maintenance is the responsibility of the homeowner.
4. A raised panel roll-up garage door shall be a steel or aluminum door (4 high, 8 wide), No windows allowed. Door to be painted to match the wood trim Talleron Brown, semi-gloss paint.
5. Patios shall drain away from the house towards gate openings.
6. Planters shall not be above slab (finish floor) height and exterior walls must have an approved moisture barrier.
7. All gates shall be wrought iron or wood. Wood gates are to be painted Talleron Brown. Wrought iron gates may be black or Talleron Brown.
8. All wood decks must have drainage cut into grade underneath.
9. Screen doors must be approved paint color or black.
10. Patio covers must have a drawing submitted and be painted or stained fascia color, Talleron Brown or Talleron Tan. Patio covers must be free standing and not attached to the unit. Homeowner is responsible for all maintenance to patio cover.
11. Satellite Dish not-to-exceed 36 inches in diameter and to be placed on a weighted stand on a flat roof portion of the home or in a patio area, whichever is not visible from the common area view. It may not be mounted to any portion of the roof or structure. Wiring must match home in color and attached so it is not visible from the common area view. Homeowner will be responsible for any and all damage to the roof and or structure caused by improper installation. (See Satellite Dish & Cable Installations on Page 8 for more details).
12. No new trees, plants, decoration, or construction of any kind shall be placed on any common area without architectural approval.
13. No concrete belonging to the association may be altered or removed without Architectural Approval.
14. Homeowner is responsible for all City permits if required.

**MARLBOROUGH VILLAS HOMEOWNERS ASSOCIATION**

**SATELITTE DISH & CABLE TV INSTALLATIONS**

Effective as of February 2013, the Association requires ALL satellite and cable vendors (i.e. Dish, DirecTV, Charter, Spectrum, AT&T, Verizon, etc.) to have an approved Architectural Application prior to the installation of any service within the community.

The responsibility to obtain, complete, and receive Board approval of an Architectural Application is that of the homeowner. If installation is done **without** prior Board approval, the dish and or wires will be relocated or removed at the **expense of the owner**, NO EXCEPTIONS.

Satellite dishes may not exceed 36 inches in diameter and are to be placed on a weighted stand on a flat roof portion of the unit. It may not be mounted to any portion of the roof or structure. Homeowner will be responsible for any and all damages to the roof/structure damages caused by improper installation.

**CC&R'S Article VI, Page 28:**

*No building, fence, wall or **other structure** or **improvement** shall be commenced, erected, placed or altered upon any Lot until the location and complete plans and specifications have been submitted to and approved in writing by the Board of Directors of the Association, or by an architectural committee appointed by the Board of Directors.*

An Architectural Application is enclosed for your use.

If you should have any questions or concerns, please contact So Cal Property Enterprise, Inc. at 909-270-3700.

**MARLBOROUGH VILLAS HOMEOWNERS ASSOCIATION**

**REQUEST FOR ARCHITECTURAL APPROVAL**

1. Please return completed application and all forms to: So Cal Property Enterprise, Inc.

Mailing Address:     Marlborough Villas HOA  
                          c/o So Cal Property Enterprise, Inc.  
                          1855 Sampson Avenue  
                          Corona, CA 92879

Email Address:       vm@socalenterprise.com

All applications must be sent in triplicate to the management office or email.

2. Management will retain one copy and forward all other materials to the Architectural Committee.
3. Please include all dimensions, height, color, drainage information, etc. Neighbor signatures must be included or your Application would be considered incomplete unless you received prior Management approval to omit.
4. An average processing time is three to four weeks. The response time will be in accordance with the CC&R provisions.
5. If a homeowner does not seek architectural approval from the Architectural Committee, the Community has certain rights specified in the CC&R's. The homeowner is advised to review the CC&R's pertaining to the rights of the Community regarding lot improvements.
6. As a homeowner, you have the right to appeal the Architectural Committee's decision.
7. An example of a proposed plot plan is included in this packet, as well as a section to indicate the colors of paint being used.
8. Final product may be inspected for conformity to application. Applicant agrees to allow the Architectural Committee access for such inspection.
9. Any improvement or addition, structural in nature; i.e., patio cover, spa, electrical, etc., may require a separate application to the appropriate city and/or county agencies to obtain building permits. It is the responsibility of the homeowner to obtain all necessary approvals, including building permits, etc.
10. If you have any questions, please feel free to contact our office at (909) 270-3700.

***NOTE: It is recommended that application to the Architectural Committee be accomplished at least forty-five (45) days prior to scheduling your construction. No construction of any kind is permitted until written approval from the Architectural Committee is received***

**MARLBOROUGH VILLAS HOMEOWNERS ASSOCIATION**  
**ARCHITECTURAL SUBMISSION PACKET**

Date:			
Homeowner:			
Address:			
City:		Lot:	
Phone:	Work: (     )     )	Home: (     )     )	
Submittal for:	<input type="checkbox"/> Landscape <input type="checkbox"/> Hardscape <input type="checkbox"/> Pool <input type="checkbox"/> Spa <input type="checkbox"/> Patio Cover <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____		
Proposed Start Date:		Date of Completion:	

Adjacent Neighbors' Approval(s) MUST BE INCLUDED:

Neighbor on Left Side: (facing house)	Print Name:		
	Address:		
	Signature:	X	Date:
Neighbor on Right Side:	Print Name:		
	Address:		
	Signature:	X	Date:
Neighbor on Rear of Property:	Print Name:		
	Address:		
	Signature:	X	Date:

I UNDERSTAND AND AGREE THAT no work on this request shall commence until written approval has been granted by the Architectural Committee. I agree to complete all improvements and maintain my lot in accordance with my approved plans and the CC&R's of the Homeowners Association.

<b>X</b>		<b>X</b>	
<i>Owner's Signature</i>	<i>Date</i>	<i>Owner's Signature</i>	<i>Date</i>

DO NOT WRITE IN THIS SECTION - FOR ARCHITECTURAL COMMITTEE USE ONLY:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
<input type="checkbox"/> FURTHER INFO REQUIRED	
Committee Comments or Corrections:	
1.	
2.	
X	
<i>Architectural Committee Signature</i>	<i>Date</i>

**MARLBOROUGH VILLAS HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL COMMITTEE COMMENTS**

ALL CONDITIONS BELOW APPLY TO YOUR SUBMITTED PLANS:

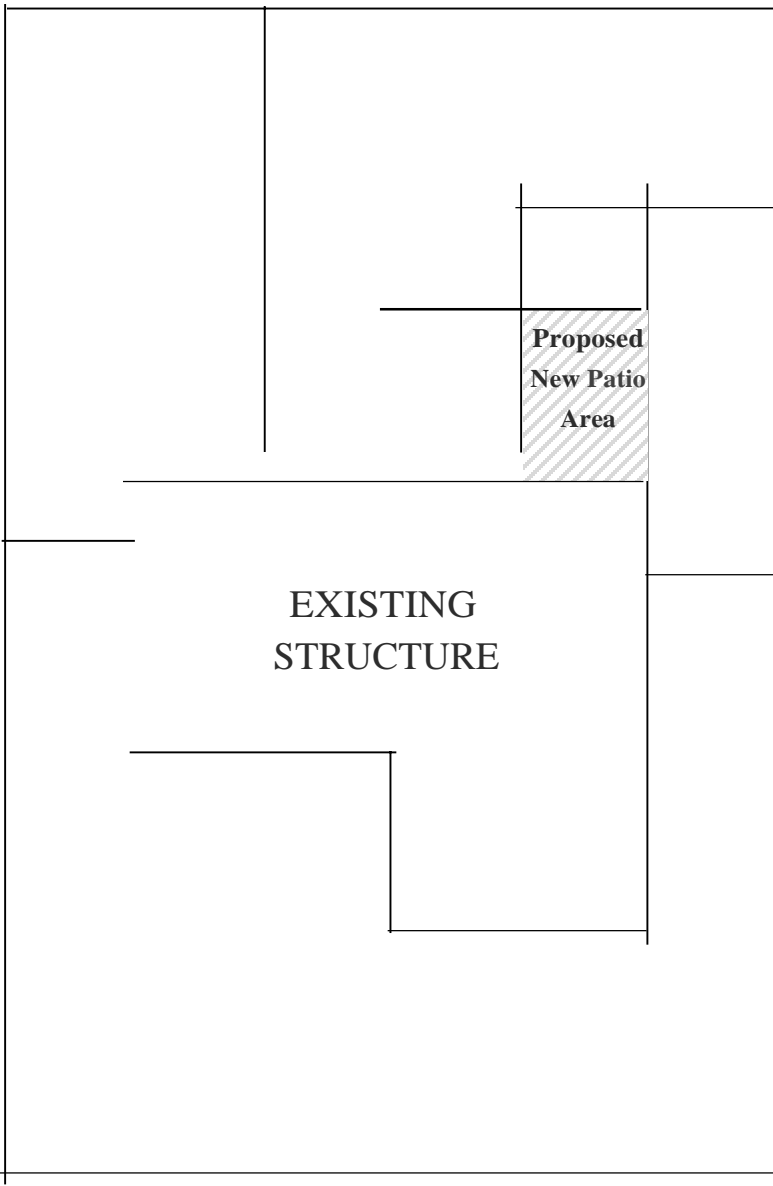
1. This approval is only for those items which do not deviate from the requirements set forth by the CC&R's.
2. Any modifications to established drainage facilities are done under the homeowner's responsibility. Consultation with a licensed civil engineer is recommended when designing new drainage facilities. All necessary approvals are the homeowner's responsibility.
3. Improvements done by a homeowner which may cause damage to any landscape and lighting facilities is the responsibility of that homeowner to return the improvements to their original state at his own expense; i.e., fencing, irrigation, landscaping, etc.
4. Any improvements which modify existing grading or slopes are done under the sole responsibility of that homeowner performing the work. A licensed geotechnical and civil engineer should be consulted prior to any such work taking place, and copies of all plans, specifications, and calculations should be submitted to the Architectural Committee for their approval and records. Any slope failures which are a result of the said improvements are the sole responsibility of the homeowner performing the construction.
5. It is the homeowner's responsibility to obtain all necessary permits for any construction approved herewith and shall comply with all local laws and land ordinances in connection with such construction.
6. Homeowner should consider both aesthetics and acoustical effects when determining spa equipment locations. Pool and spa equipment should be enclosed and placed in a non-offensive location.
7. Any work performed in the City or County Right of Way may require an Encroachment Permit and/or approval from the City or County of your residence.
8. This approval is not for any vegetation or other obstruction which may be in a location or of such height as to unreasonably obstruct the view from any other lot in the vicinity of the subject lot, nor will any vegetation be allowed to grow to such a height as to unreasonably obstruct such views.
9. Softscape planting is the homeowner's responsibility regarding future root system damage or dropping of leaves and/or fruit.

# MARLBOROUGH VILLAS HOMEOWNERS ASSOCIATION

## SAMPLE PLOT PLAN

All applications submitted must include a Plot Plan similar to the present sample, which represents the shape and size of the subject lot. Plot Plans should include the following:

1. Structure dimensions.
2. Details of construction.
3. Relation to existing structures.
4. Materials involved in construction (e.g. type of trim, color of structure, etc.).
5. Plotted location of trees or shrubs, type of trees or shrubs, including size (e.g. 1 gallon 5 gallon, etc.) and maximum height of trees at maturity. Also include information on sprinklers, drains, etc.



Surface Color:

\_\_\_\_\_

Color Name:

\_\_\_\_\_

Paint Brand:

**ATTACH  
SAMPLE  
HERE**

Surface Color:

\_\_\_\_\_

Color Name:

\_\_\_\_\_

Paint Brand:

**ATTACH  
SAMPLE  
HERE**