

# CHARDONNAY HILLS HOMEOWNERS' ASSOCIATION

## ARCHITECTURAL IMPROVEMENT APPLICATION

### NOTICE TO HOMEOWNER

**Please take the time to carefully read and complete the attached application. It will reduce the amount of time required to review and approve your application.**

Your Association CC&R's state that "No Owner shall excavate, grade, build, construct, reconstruct, remove or install any improvement, or modify the exterior appearance of his Residence until the plans and specifications therefor showing the nature, location, kind, shape, height, width, color, materials and location of the same shall have been submitted to and approved in writing by the Architectural Control Committee".

Your Association has specific requirements for various architectural projects. These requirements are covered in you CC&R's & ACC Guidelines. Be sure to review these requirements before submitting your application. Among the most common projects (but not the only projects) covered by the CC&R's & ACC Guidelines are:

1. Tinted windows
2. Installation of a television antenna
3. A change in the exterior color of your residence
4. The planting of trees
5. Wood Fence Paint
6. Animal enclosures
7. Solar heating systems
8. Water softener systems
9. Garage door change
10. Patio covers
11. Pools / Spas / Water Features

If you have any questions concerning completion of the application, please contact the Avalon Management Group at (951) 699-2918.



## Exterior Home Improvements - digital submissions

Avalon Management provides the opportunity to submit applications digitally. Please review the following steps to submit your Architectural (ARC) Request below.

Avalon Portal submission:

1. Avalon – Online Portal. Please visit [www.Chardonnayhoa.com](http://www.Chardonnayhoa.com) to create/log on to your account through “My Account”.
2. Once logged into the account you will select “Submit a New Request” located on the bottom of the page. Then select ARC Request.
3. Please make sure you upload the Architectural Home Improvement application and supporting documents before submitting.
4. After submission of the ARC Request you will be able to view your submission, receive updates on the application, leave messages, upload more documents, etc.
5. Please note a common error for all submissions, is file size. The system will not allow submission if the file size exceeds 25MB. If there are any difficulties, you may break up the application into multiple attachments.
6. Having troubles? Please review our Homeowner videos at [www.avalonweb.com](http://www.avalonweb.com). You may also view the link here: <https://www.avalonweb.com/how-to-submit-an-arc-application.html>

Email Submission:

1. Please ensure your Architectural Home Improvement application and supporting documents are complete.
2. Please email [tarc@avalonweb.com](mailto:tarc@avalonweb.com).

Home Improvement applications are available to be digitally filled out. However, the Neighbor Awareness page within the document may need to be printed.

If you need a hard copy please reach out to Management and we can mail you a copy, or you may pick one up at our office located at the address below.

*We appreciate your willingness to improve the exterior of your home and look forward to assisting you through the process with the Homeowners Association.*

Chardonnay Hills Homeowners Association - Architectural Committee  
c/o Avalon Management  
43529 Ridge Park Dr  
Temecula, CA 92590

Phone: 951-699-2918

**CHARDONNAY HILLS HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL IMPROVEMENT APPLICATION**

**Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number: Work** (\_\_\_\_) \_\_\_\_\_ **Home** (\_\_\_\_) \_\_\_\_\_

**Approval is Requested for the Following Improvement(s):** \_\_\_\_\_

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**Contractor(s) to be Employed:**

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**Note: Owners are advised that all projects for which approval is herein requested must be completed within 90 days of the approval by the Architectural Control Committee (ACC). However, homeowners may request an extension from the Architectural Control Committee (ACC)**

**Note also that you are required to notify the ACC upon completion of the project. This is done by notifying the Management Company (Avalon Management), using the Notice of Completion Form, which will accompany your approval letter. Avalon Management will then forward the completion form to the ACC and an Architectural Committee member will do a final inspection of the approved project.**

**To the Chardonnay Hills Architectural Control Committee:**

**You are hereby advised that the project described herein is proposed and approval is requested. Attached is a drawing of the work to be done and the types of materials to be used as indicated on the drawing. We understand that the City of Temecula, or appropriate Government agency requires building permits for home improvements, and that the cost of such permits and subsequent inspections required by those permits will be borne by us.**

**We acknowledge that all approved changes in the original design will at our expense and that any and all damages to, or relocation of, existing sprinkler systems, underground utilities,**

building structure(s), slopes drainage systems, swales, and exterior landscaping or other damage resulting from the construction of the proposed project shall be at our expense. Additionally, any maintenance of permitted improvements shall be at our expense. We agree to hold the Chardonnay Hills Homeowners Association harmless of the cost of maintenance of the project. Furthermore, we agree to hold the Association harmless from any liability, damage, and/or loss resulting from the construction or performance of the proposed project, whether or not constructed pursuant-to approved plans, drawings, and /or specifications.

Signature(s) of Owner(s): \_\_\_\_\_  
\_\_\_\_\_



**For Committee Use Only**

**Committee Member Decisions:**

<b>Member (Print Name)</b>	<b>Signature</b>	<b>Decision</b> [Approve (A), Disapproved (D) or Approved with Conditions (AC)]
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Conditions/Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADJACENT AND IMPACTED NEIGHBOR STATEMENT**

**On \_\_\_\_\_, 20\_\_\_\_, I notified the following impacted neighbors that I am submitting plans to the Architectural Control Committee (ACC) for approval of a project at my Chardonnay Hills home. I have made these plans available to these neighbors for review. I understand that the impact of the project could involve neighbors on all sides of my property, and will submit the project to those impacted for their review.**

**Signature (s) of Owner(s):** \_\_\_\_\_  
\_\_\_\_\_

**Project Location (Street Address):** \_\_\_\_\_

**I the undersigned am aware of the proposed project at the site noted above and on the attached Architectural Approval Application. Any objections I have will be mailed separately to the Architectural Control Committee (ACC) via Avalon Management within one (1) week.**

<b>Neighbor's Name:</b>	<b>Address:</b>	<b>Signature:</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**CHARDONNAY HILLS HOA  
HOMEOWNER'S ASSOCIATION**

**ARCHITECTURAL PROJECT NOTICE OF COMPLETION**

Name(s) of Owner: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Telephone Number: \_\_\_\_\_

Type of Improvement Completed: \_\_\_\_\_

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

**Color photos of the completed project must be included with this form.**

I or We the owner(s) of the above property do hereby state that the subject project was completed in accordance with the approved Plans and that no changes or alterations were incorporated.

\_\_\_\_\_  
Signature of Owner      Date

\_\_\_\_\_  
Signature of Owner      Date

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For Committee Use

Date of Final Inspection: \_\_\_\_\_

Property is in:      \_\_\_\_\_ Compliance      \_\_\_\_\_ Non-Compliance

Reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairperson Architectural Control Committee:

Member: \_\_\_\_\_  
Print Name      Signature      Date

**\*\* Form and photos can be emailed to [tarc@avalonweb.com](mailto:tarc@avalonweb.com).  
Or uploaded in the Homeowner portal: [www.chardonnayhoa.com](http://www.chardonnayhoa.com) \*\***