

# SPECIAL ATTENTION

## APPROVAL MUST BE OBTAINED PRIOR TO ANY EXTERIOR IMPROVEMENTS

**Architectural plans must be mailed.  
Faxed plans are not acceptable.**

You may also drop your plans off at Encore Property Management, 526 Queensland Circle, Corona, CA 92879. Plans can be dropped off between the hours of 9:00 am and 5:00 pm, Monday through Friday. The office is closed between 12:00 pm (noon) and 1:00 pm for lunch.

**If you wish to meet with the Architectural Coordinator, you must make an appointment.** Appointments should be made at least 24 hours in advance. Appointments can be scheduled between the hours of 9:00 am - 11:00 am and 1:00 pm - 4:00 pm. To schedule an appointment, please call one of the following numbers:

951-279-3934  
714-692-1670

EXHIBIT A

HOME IMPROVEMENT FORM

VICTORIA GROVE MAINTENANCE ASSOCIATION
c/o Encore Property Management
526 Queensland Circle, Corona, CA 92879
P.O. Box 1117, Corona, CA 92878-1117
(951) 279-3934

UNIT NO. \_\_\_\_\_

CLOSE OF ESCROW \_\_\_/\_\_\_/\_\_\_

X \_\_\_\_\_
Homeowner's Signature

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

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

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

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

SUBMITTAL CHECK LIST: (Please include the following)

- Home Improvement Form (Exhibit A)
Facing, Adjacent and Impacted Neighbor Statement (Exhibit B)
3 Sets of Drawings - Should include details of size, design, color and materials. Location of drains must be included on drawings. Name of plants should include the common name and not Latin names. Please fold plans to 8 1/2" x 11".

PROJECTS BEING SUBMITTED: (Please check appropriate items)

ARCHITECTURAL

- Awnings
Deck (wood)
Gazebo
Green House
Patio Cover
Patio Slab
Painting
Rain Gutters
Solarium
Addition/Extension

LANDSCAPE / HARDSCAPE

- Landscape:
Front
Rear
Trees (type & location)
Hardscape Only
Fence(s) / Walls:
Front
Side
Rear
Retaining
Drains

EQUIPMENT

- Air Conditioner
Built-In Barbecue
Lighting
Pool & Equipment
Spa & Equipment
Swing Set/Playhouse
Waterfall/Fountain

Other: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE (For Committee Use Only)

The Architectural Committee has determined that the above submittal is:

- Approved
Approved With Conditions
Disapproved as Submitted

- See notes on plans.
Pool and/or spa must be setback a minimum of 5' from all property lines.
Sound baffle to be installed around entire pool/spa equipment.
Core through curb for drainage.
Add root barriers to all fence line trees & maintain a minimum 5' setback from property line.
Maintain existing drainage pattern or provide alternative drainage method.
Resubmit patio cover with additional dimensions and elevation.
Do not pour concrete against existing fence.
No raised planters against existing walls. (No more than 12 inches of soil to be retained.)
Submit originally reviewed plans with revised drawings.
All lighting must be low wattage.
All new roofing material and angles must conform to existing.
\_\_\_\_\_ must be painted to match existing stucco or fascia trim.
Resubmit with more details for \_\_\_\_\_
Homeowner's responsibility to obtain applicable permits.

COMMENTS:

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

VICTORIA GROVE MAINTENANCE ASSOCIATION ARCHITECTURAL REVIEW COMMITTEE

Date: \_\_\_\_\_ Initial: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_

## V. NEIGHBOR NOTIFICATION

It is the intent of the ARC to consult neighbors on any Improvements which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular Improvement shall only be advisory and shall not be binding in any way on the ARC's decision.

### A. Definitions: Facing Neighbor; Adjacent Neighbor; and Impacted Neighbor.

Facing Neighbor: Means the three (3) Lots directly across the street.

Adjacent Neighbor: Means all Lots with adjoining property lines to the Lot in question.

Impacted Neighbor: Means all Lots immediately surrounding the area which would be affected by the construction of any Improvement.

### B. Improvements Requiring Notification:

Any exterior Improvements that may impact the neighbors in the community.

### C. Statement:

The Facing, Adjacent and Impacted Neighbor Statement (Exhibit "B") must be provided to the ARC to verify the neighbors have been notified about the proposed Improvements.


**EXHIBIT B**

**VICTORIA GROVE MAINTENANCE ASSOCIATION  
FACING, ADJACENT AND IMPACTED NEIGHBOR NOTIFICATION STATEMENT**

**The attached plans were made available to the following neighbors for review:**

<b>Impacted Neighbor</b>	<b>Impacted Neighbor</b>
Address _____	Address _____
Print Name _____	Print Name _____
Signature _____ Date _____	Signature _____ Date _____

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<b>Adjacent Neighbor</b>		<b>Adjacent Neighbor</b>
Address _____	Name _____	Address _____
Print Name _____	Address _____	Print Name _____
Signature _____ Date _____		Signature _____ Date _____

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<b>Facing Neighbor</b>	<b>Facing Neighbor</b>	<b>Facing Neighbor</b>
Address _____	Address _____	Address _____
Print Name _____	Print Name _____	Print Name _____
Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____

**My neighbors have seen the plans I am submitting for Architectural Committee Approval (see above verification). If any neighbor has a concern, they should contact Encore Property Management in writing. Please note that neighbor objections do not in themselves cause denial of the plans but the ARC may consider these concerns.**

**SUBMITTED BY:**

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

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

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

**EXHIBIT C**

**VICTORIA GROVE MAINTENANCE ASSOCIATION**

**NOTICE OF COMPLETION**

Notice is hereby given that: \_\_\_\_\_

the undersigned is the Owner(s) of the property located at:

\_\_\_\_\_  
(Street & Number)

\_\_\_\_\_  
(City)

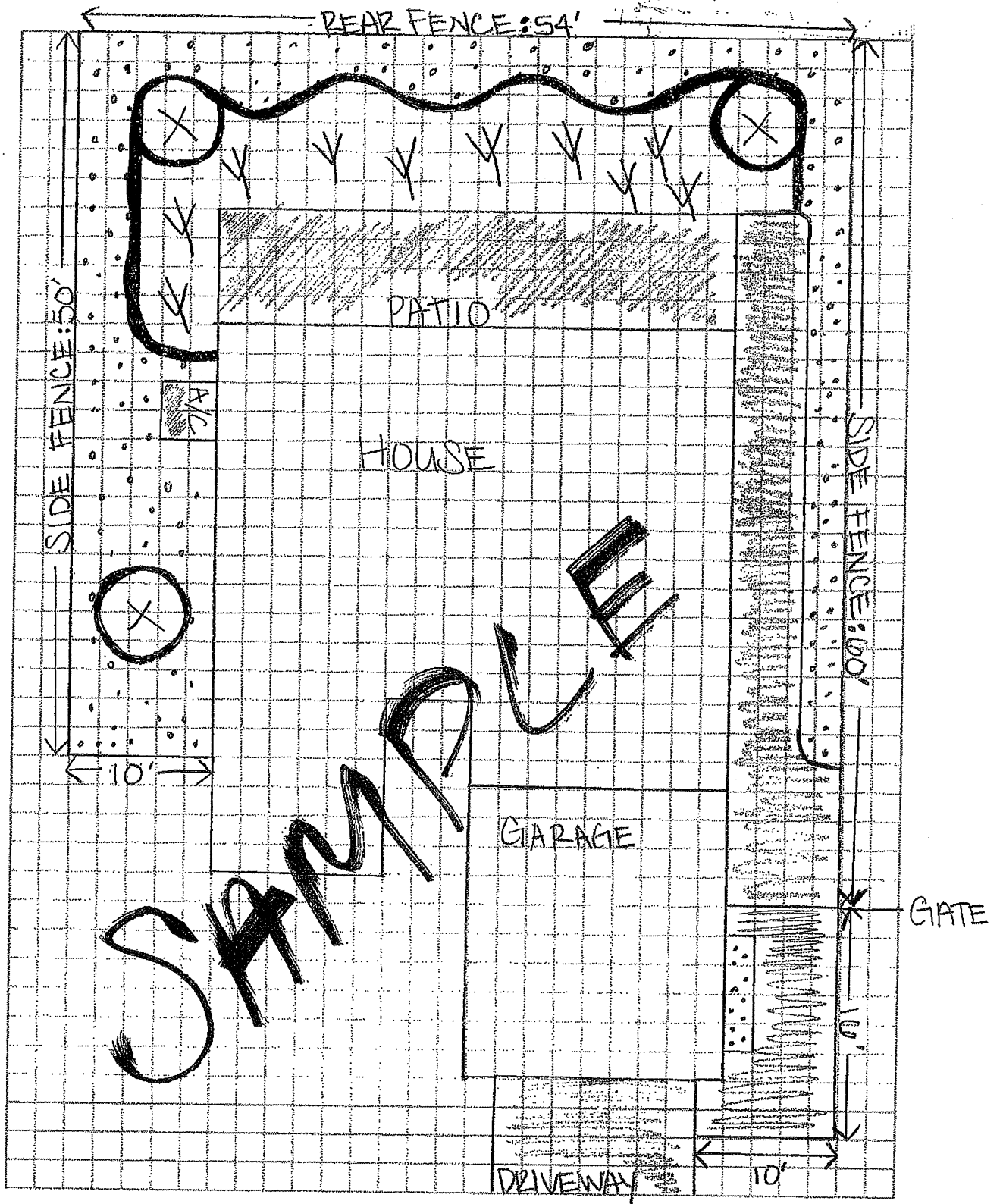
The work of Improvement on the described property was COMPLETED on the  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ in accordance with the

Architectural Review Committee's written approval of the above Owner's plans and submitted package.

Signature of Owner: \_\_\_\_\_

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

Name:  
Address:



## Legend:



Concrete



Rock (3/4" Mojave Gold)



Sod



Trees (3 - Dynamite Crepe Myrtle) surrounded by concrete curbing.



Concrete Curbing

SAMPLE

## Plant/ Shrub List (Planter along right side of house and a few along the rear fence):

### Common Name

- Gazania – Fiesta Red
- California Poppy
- Mexican Plume
- Red Flax

### Scientific Name

Gazania rigens  
Eschscholzia Californica  
Justicia Fulvicoma  
Linum grandiflorum Desfontaines

## Irrigation/ Drainage:

- All existing drains and drainage patterns will not be altered.
- Subterranean irrigation will be installed to water the sod.
- A drip system will be installed in planter areas and around trees.

## Miscellaneous Information:

- Drawing is at a scale of one (1) square = two (2) square feet.

## -REQUIRED INFORMATION FOR ARCHITECT REVIEW-

1. **PROPORTION:** When a plan has proportion, the drawing represents elements that are in the same relative ratio to each other. A two car driveway which is typically 16 feet wide is drawn about 3 times as wide as a side yard or entry walk that has a width of 5 feet. The scale of the plan doesn't really matter; it is the relative size and distance of elements represented on the plan that are in the same ratio to each other throughout the plan.
2. **SCALE:** The scale of a drawing is the ratio at which the plan is drawn relative to the actual dimension or size of the element being represented on the plan. If the scale is one eighth of an inch equals one foot ( $1/8" = 1'-0"$ ) then that means that every 1/8 inch measured on the plan represents 1 foot in the actual yard or house. So a two car driveway that is 16 feet wide would be drawn two (2) inches wide on the plan. If the scale were  $1/4" = 1'-0"$  then the 16 feet wide driveway would be 4 inches wide on the plan.
3. **PLANTER WALLS, RETAINING WALLS, SEAT WALLS, PILASTERS, FENCES, GATES, ETC.:** Plans need to show/call out all materials (concrete, stone, flagstone, stucco, brick, wrought iron, etc.), colors, finishes, dimensions, heights, widths, any design that might be incorporated into the elements above, setbacks from property lines and sidewalks or streets.
4. **TRELLIS:** Plans need to show where the patio cover will be located; the outline of the patio cover not just the posts. Include dimensions, sections (top view and side view), elevations, details (any design or lattice or other feature incorporated into the patio cover), member sizes (size beams used on top of patio cover and the size of post being used to hold the patio cover), finishes, colors, etc. *Just putting in writing a description of the patio cover will not be accepted.* Either a drawing, photograph or manufacture's catalog page will be accepted as a sample of what the patio cover will look like. If a manufacture's catalog page is provided the *homeowner needs to circle the patio cover which they are proposing.*
5. **EXISTING OR PROPOSED ELEMENTS:** Plans need to call out if element are existing or proposed. Some lots have front yard installed by the builder but the homeowner is making minor changes to the front, plans need to show exactly what is proposed and what is existing. A number of yards have been completed for some time and the homeowners are making changes to the completed yard, we need to know exactly what is being proposed and what has been approved and exists in the yard at the present time.



6. **FIREPLACES:** Plans need to show the location of the fireplace, and the setbacks from the property line walls. Included in the plans is a photograph, scaled drawing or catalog cut sheet of the fireplace showing the dimensions (width and height including spark arrestor), colors, materials, etc.
7. **PLANTING:** For planting to be reviewed plans need to show the location of all trees and shrubs, the size of container from which it will be planted from (1 gallon, 15 gallon, 24 inch box), the common and BOTANICAL name (Scientific name which can be found on the internet or books). If the names of the planting material is not noted next to the plants/shrubs/trees a legend will need to be provided to show the symbols with the botanical (scientific name) and common name of the planting material.
8. **WATER FEATURES:** Provide a drawing, photograph or catalog cut sheet of proposed water feature. The picture sample needs to note the dimensions, heights, widths and setbacks from property line walls. If a drawing or photograph is not included with plans, then homeowner needs to write on plans the exact height of the fountain and the setbacks from the property line fence/wall.
9. **ALL SUBMITTALS SHOULD INCLUDE PHOTOS OF THE HOUSE.** Including photos of the face of house, front and rear yard this would help to answer some questions we come across while reviewing. Photos will show existing elements, size of yard, shape of lot, etc.
10. **ASSOCIATION AREAS:** Plans need to label any Association Areas adjacent to the property or on the property. We can not be responsible for knowing where Association areas are located if they are not noted on the plan.
11. **SETBACKS:** Plans need to show the setbacks of all architectural structures. Elements such as but not limited to patio covers, arbors, gazebos, fireplaces, fountains, etc. is measured from the property line wall to the outer most point of the elements. Architectural structures such as front walls, pilasters, boulders, etc. are measure from the face of the structure to the sidewalk or street whichever is most restrictive.