

PINECREST COMMUNITY ASSOCIATION

ARCHITECTURAL APPLICATION

Please deliver this form along with drawings and other material, when required, to Pinecrest Architectural Committee, c/o Orange County HOA Management 100 Spectrum Center Dr STE 900, Irvine CA 92618.

NAME _____ DATE _____

SIGNATURE _____

ADDRESS _____ HOME PH. _____

LOT _____ TRACT _____ WORK PH. _____

PROPOSED STARTING DATE _____ COMPLETION DATE _____

The Architectural Committee approves changes and improvements according to standards established by the CC&Rs to assure continuity of quality and design while maintaining the aesthetics of the Community Association.

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH THIS APPLICATION

1. A description of the change/improvement
2. Complete dimensions on the proposed plan
3. Measurement of location in relationship to home and lot lines
4. Description of color specifications, color and materials

WORKMANSHIP

It is the obligation of the property owner to assure that all work performed on the subject improvements shall be done in a good workmanlike manner equal to or better than the standards of workmanship applied to original construction within the subject tract. If, in the opinion of the Architectural Committee the workmanship performed on the subject improvements has not been done in a good workmanlike manner, the property owner shall be notified by the Architectural Committee in writing and shall be responsible to make the necessary corrections within thirty (30) days from the date of notice. If these corrections are not made within thirty (30) days from the date of notice, then the improvements shall be held in non-compliance with the Declaration of Covenants, Conditions and Restrictions.

DRAINAGE

During and subsequent to construction of any improvements, the drainage pattern of your lot (although it may be revised), must not divert waters in any manner to adjacent property, nor shall any attempt be made to block or divert waters from adjacent slopes.

BUILDING AND SAFETY REGULATIONS

Approval of plans by the Architectural Committee does not relieve you (the property owner) of a complete adherence to all codes and regulations of the City of Mission Viejo or other governing agencies (i.e. Mission Viejo Department of Building and Safety, as well as appropriate utility companies). Please note that items which will require approval of the Building Department are as follows not limited to:

Room additions, patio covers (footing for supports should be inspected prior to pouring a slab), retaining walls with grade differential of 10 inches or more, swimming pools and equipment, sprinkler systems, alterations in plumbing, heating and electrical, and air conditioners.

DAMAGE DUE TO CONSTRUCTION

If any existing public improvements or utilities are damaged or destroyed during any phase of construction to which these approved plans apply, the property owner shall at his own expense replace and/or repair such damage, subject to the final approval of the appropriate governing agencies and/or utilities.

PINECREST COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE (ARC)

APPLICATION FOR ARCHITECTURAL APPROVAL OF EXTERIOR CHANGES

A plan and/or rendering with the location of the project in relation to the house and lot line must be submitted along with this form. Scale dimensions must be noted. Materials and color specifications must be noted. Please deliver this form along with drawings and other supporting material to:

Pinecrest Architectural Committee
c/o Orange County HOA Management 100 Spectrum Center Dr STE 900 Irvine CA 92618
(949) 216-3985 Telephone / (949) 216-3987 Facsimile / PCA@hoa-oc.com email

The ARC approves changes and improvements according to the standards established by the CC&Rs and the conditions outlined in the attached "Architectural Conditions and Restrictions" (AC&Rs) to assure continuity of quality and design while maintaining the aesthetics of the Pinecrest community. Only those improvement items indicated below will be reviewed. Any alteration to the improvement items detailed on this notice must be resubmitted to the ARC for review. Any additional improvement items must be submitted for separate approval.

You will receive a response from the ARC within 30 days of ARC's receipt of this completed application.

Please print

Property Owner Name _____ Daytime Ph. () _____
Street Address _____ Mission Viejo, CA
Proposed Dates: Starting _____ Completion: _____
Brief description of project: _____

Please check all areas that apply:

<u>Improvement Area</u>	<u>Reference AC&Rs</u>	<u>Approved</u>	<u>Denied</u>
_____ Block / Brick Wall	C, D, E, F, G, H, I	_____	_____
_____ Driveway	C, D, F, G, H, I	_____	_____
_____ Fence and/or Gate – Wood	C, D, E, F, G, H, I	_____	_____
_____ Fence and/or Gate – Wrought Iron	A, C, D, E, F, G, H, I	_____	_____
_____ Front Door(s)	G, H, I	_____	_____
_____ Garage Door	G, H, I	_____	_____
_____ Irrigation / Drainage System	C, D, F, G, H, I	_____	_____
_____ Landscaping / Plant Material	C, D, F, G, H, I	_____	_____
_____ Painting Exterior	G, H, I	_____	_____
_____ Patio / Planters (hardscape)	B, C, D, F, G, H, I	_____	_____
_____ Patio Cover	G, H, I	_____	_____
_____ Pool	G, H, I	_____	_____
_____ Re-roofing	G, H, I	_____	_____
_____ Room Addition	C, D, E, G, H, I	_____	_____
_____ Spa	G, H, I	_____	_____
_____ Walkway(s)	F, G, H, I	_____	_____
_____ Windows	G, H, I	_____	_____
_____ Other (List item and check):	_____	_____	_____
_____	G, H, I	_____	_____
_____	G, H, I	_____	_____

For ARC use only:

Conditions of Approval, if any _____

Explanation for items denied _____

ARC Member _____

Date _____

CITY OF MISSION VIEJO BUILDING SERVICES DIVISION

OWNER-BUILDER VERIFICATION

The City of Mission Viejo which is required to give notice pursuant to section 19830, shall attach to such notice, and, as a condition precedent to issuing a building permit, requires the completion and require the return of, an OWNER-BUILDER VERIFICATION.

ATTENTION PROPERTY OWNERS:

An "OWNER-BUILDER" building permit has been applied for in your name and bearing your signature for job address _____ Building Permit No. _____

Please complete and return this information at your earliest opportunity to avoid unnecessary delay in processing and issuing your building permit.

NO BUILDING PERMIT WILL BE ISSUED UNTIL THIS VERIFICATION IS RECEIVED.

1. I personally plan to provide the major labor and materials for construction of the proposed improvement.
Yes _____ No _____
2. I (have / have not) _____ signed an application for a building permit for the proposed work.
3. I have contracted with the following person / firm to provide the proposed construction.
Name _____
Address _____
Phone _____ Zip _____
4. I plan to provide portions of the work, but I have hired the following person to coordinate, supervise and provide the major work.
Name _____
Address _____ Zip _____
Phone _____ Contractor's Class & license # _____
5. I will provide some of the work but I have contracted (hired) the following persons to provide the work.

NAME	ADDRESS	PHONE	TYPE OF WORK

6. I have reviewed building permit number _____, and have determined that the improving structures and/or appurtenances described therein may be constructed by my tenant pursuant to his/her lease.

I hereby affirm that I have received a copy of the information set forth in Section 19830 of the State of California Health and Safety Code and have completed the above information to the best of my personal knowledge, in compliance with this State law.

Signature of Applicant or Agent

Date

Print Applicant's or Agents Name

C.D.L.# or S.S.#

**CITY OF MISSION VIEJO
BUILDING DEPARTMENT**

Section 19830 of the State of California Health and Safety Code

Dear Property Owner:

An application for a building permit has been submitted in your name listing yourself as the builder of the property improvements specified.

For your protection you should be aware that as "owner builder" you are the responsible party of record on such a permit. Building permits are not required to be signed by property owners unless they are personally performing their own work. If your work is being performed by someone other than yourself, you may protect yourself from possible liability if that person applies for the proper permit in his or her name.

Contractors are required by law to be licensed and bonded by the State of California and to have a business license from the city or county. They are also required by law to put their license number on all permits for which they apply.

If you plan to do your own work, with the exception of various trades that you plan to subcontract, you should be aware of the following information for your benefit and protection.

- If you employ or otherwise engage any persons other than your immediate family, and the work (including materials and other costs) is \$200.00 or more for the entire project, and such persons are not licensed as contractors or subcontractors, then you may be an employer.
- If you are an employer, you must register with the state and federal government as an employer and you are subject to several obligations including state and federal income tax withholding, federal social security taxes, workers' compensation insurance, disability insurance costs, and unemployment compensation contributions.
- There may be financial risks for you if you do not carry out these obligations, and these risks are especially serious with respect to workers' compensation insurance.
- For more specific information about your obligations under federal law, contact the internal Revenue Service (and, if you wish, the U.S. Small Business Administration). For more specific information about your obligations under state law, contact the Department of Benefit Payments and the Division of Industrial Accidents.
- If the structure is intended for sale, property owners who are not licensed contractors are allowed to perform their work personally or through their own employees, without a licensed contractor or subcontractor, only under limited conditions.
- A frequent practice of unlicensed persons professing to be contractors is to secure an "owner builder" building permit, erroneously implying that the property owner is providing his or her own labor and material personally. Building permits are not required to be signed by property owners unless they are performing their own work personally.
- Information about licensed contractors may be obtained by contacting the Contractor's State License Board in your community or at P.O. Box 26000, Sacramento, California, 95826.
- Please sign the owner-builder verification form so that we can confirm that you are aware of these matters. The building permit will not be issued until the verification is returned.

Very truly yours,
City of Mission Viejo
Building and Safety Department

**FORM MUST BE FILLED
OUT COMPLETELY FOR
EACH CONTRACTOR**

CONTRACTOR INFORMATION FORM

HOMEOWNER _____ ASSOCIATION _____

ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

NAME OF CONTRACTOR _____

ADDRESS OF CONTRACTOR _____

PHONE NUMBER _____ FAX NUMBER _____

CSLB LICENSE # _____ CONTACT PERSON _____

NAME OF CONTRACTOR _____

ADDRESS OF CONTRACTOR _____

PHONE NUMBER _____ FAX NUMBER _____

CSLB LICENSE # _____ CONTACT PERSON _____

NAME OF CONTRACTOR _____

ADDRESS OF CONTRACTOR _____

PHONE NUMBER _____ FAX NUMBER _____

CSLB LICENSE # _____ CONTACT PERSON _____

Use Additional Sheets If Necessary.

PINECREST COMMUNITY ASSOCIATION

House Painting Approval Request Form

VENTANA HOMES

In accordance with the Pinecrest Community Association CC&Rs and governing documents, any painting to the exterior of your house must be approved in advance by the Association's Architectural Committee. The Committee has up to thirty (30) days from receipt of this Approval Request Form to review the information and respond back to you.

Painting Regulations:

1. The colors must be used exactly as shows in Scheme form on the specific architectural features of the home.
2. Colors from other schemes cannot be substituted.
3. Schemes must be used as designated from your specific home's developer (Pinecrest, Saddleback or Ventana).
4. Patio covers may be painted to match stucco, siding or trim within your selected scheme.
5. Roll-up garage doors options are shown to coordinate with each scheme. In many cases, either white or almond is appropriate. Wood garage doors are to be painted the same color as the siding with the solid color listed. No gingerbread or accents are to be painted.
6. Front door colors may be replaced with an alternate selection with prior approval from the Committee.
7. Fences must be painted to match trim color or may be painted white or black only.
8. Other paint suppliers may be used but the colors must match exactly.
9. Paint colors will be checked upon completion of the work.
10. If colors painted do not match when checked, you will be required to repaint with the approved color(s).

Return this completed form to: Orange County HOA Management, 100 Spectrum Ctr Dr STE 900, Irvine CA 92618 or fax to 949-216-3987 or email to PCA@hoa-oc.com.

ACKNOWLEDGEMENT: I have read all of the information above and agree to comply with the Association's governing documents and the decision of the Pinecrest Community Association and/or its Architectural Committee.

Your Address # _____ (Circle street name) Foxtail Mountain Ponderosa Whitebark

NOTE: YOU MAY ONLY SELECT A VENTANA HOMES COLOR SCHEME.

Paint Schemes are available for review at the following locations and at the offices of OC HOA Management.

VISTA Paint

24164 Alicia Parkway
Mission Viejo, CA 92691
949-586-9330

Dunn Edwards Paint

16191 Lake Forest Dr
Irvine CA 92618
800-735-5760

PINECREST COLORS NOW ON THE WEB

www.dunnedwards.com

Type "Pinecrest Community" in the
Search Box on the page.

Please circle scheme number selected:

11 12 13 14 15 16 17 18

Scheme Options selected, if any: _____

Changes requested, if any: _____

Requesting any changes to an established color scheme will delay approval by at least 30 days and application will require a Mission Viejo Neighbor Awareness Form, and special approval by the ARC. Such approval is not generally granted.

Printed Name	Signature	Phone Number	Date

Pinecrest Community Association Use Only Approved: _____

Date: _____

Pinecrest

Approved Schemes

Scheme One: (Saddleback & Pinecrest)

1. DE 6199 Pale Beach – Stucco
2. DE 6193 Bamboo Screen – Siding, Garage Door
3. DE 6230 Center Ridge – Fascia, Trim, Front Door (Option 1)
4. DEA 187 Black – Front Door (Option 2)

Scheme Two: (Saddleback & Pinecrest)

1. DE 6178 Boutique Beige – Stucco
2. DE 6144 Graham Cracker – Siding, Garage Door
3. DE 6118 Sandpit – Fascia, Trim, Front Door (Option 1)
4. DE 6021 Outer Boundary – Front Door (Option 2)

Scheme Three: (Saddleback & Pinecrest)

1. DEW 382 Faded Gray – Stucco
2. DEC 795 Gray Pearl – Siding, Garage Door
3. DE 6376 Looking Glass – Fascia, Trim (Option 1)
4. DEW 380 White – Fascia, Trim (Option 2)
5. DE 5874 Deep Reservoir – Front Door (Option 1)
6. DEA 102 Crimson Strawberry – Front Door (Option 2)

Scheme Four: (Saddleback & Pinecrest)

1. DE 6123 Trail Dust- Stucco
2. DE 6124 Whole Wheat – Siding
3. DEA 159 Rich Mocha – Fascia, Trim, Front Door (Option 1)
4. DEW 329 Wax Wing – Fascia, Trim, Front Door (Option 2)

Scheme Five: (Saddleback & Pinecrest)

1. DEC 745 Chaparral – Stucco
2. DE 6124 Whole Wheat – Siding, Garage Door
3. DE 6230 Center Ridge – Fascia, Trim, Front Door (Option 1)
4. DEW 324 Phoenix Villa – Fascia, Trim, Front Door (Option 2)

Scheme Six: (Saddleback & Pinecrest)

1. DE 6206 Desert Suede – Stucco, Front Door
2. DEC 750 Bison Beige – Siding
3. DEA 161 Wild Mustang – Fascia, Trim, Front Door (Option 1)
4. DE 6021 Outer Boundary – Front Door (Option 2)

Scheme Seven: (Saddleback & Pinecrest)

1. DEC 724 Spanish White – Stucco
2. DEC 725 Weathered Coral – Siding, Garage Door, Front Door (Option 1)
3. DEC 729 Medallion – Fascia, Trim (Option 1)
4. DE 6169 Milk Mustache – Fascia, Trim, Front Door (Option 2)

Scheme Eight: (Saddleback & Pinecrest)

1. DE 6214 Pigeon Gray – Stucco
2. DEC 750 Bison Beige – Siding
3. DEC 752 Birchwood – Fascia, Trim, Garage Door (Option 1)
4. DEW 329 Wax Wing – Fascia, Trim, Garage Door (Option 2)
5. DEW 329 Wax Wing – Front Door (Option 1)
6. DE 5874 Deep Reservoir – Front Door (Option 2)

Scheme Nine: (Saddleback & Pinecrest)

1. DE 6206 Desert Suede – Stucco
2. DEC 750 Bison Beige – Siding, Garage Door
3. DEC 741 Bone White – Fascia, Trim
4. DE 6320 Pike Lake – Front Door (Option 1)
5. DE 6014 Dark Chocolate – Front Door (Option 2)

Scheme Ten: (Saddleback & Pinecrest)

1. DE 6215 Wooden Peg – Siding
2. DEC 767 Riverbed – Stucco, Garage Door
3. DEW 324 Phoenix Villa – Fascia, Trim
4. DE 6245 Aged Jade – Front Door

Scheme Eleven: (Ventana Homes)

1. DEC 752 Birchwood – Stucco
2. DE 6170 Rice Bowl – Fascia, Trim, Garage Door, Front Door (Option 1)
3. DE 6123 Trail Dust – Fascia, Trim, Garage Door (Option 2)
4. DEA 182 Encore Teal – Front Door (Option 2)

Scheme Twelve: (Ventana Homes)

1. DE 6200 Handwoven – Stucco
2. DEW 329 Wax Wing – Fascia, Trim, Garage Door (Option 1)
3. DE 6178 Boutique Beige – Fascia, Trim, Garage Door (Option 2)
4. DEW 342 Baby's Breath – Front Door (Option 1)
5. DEA 183 Dark Shadows – Front Door (Option 2)

Scheme Thirteen: (Ventana Homes)

1. DEC 743 High Noon – Stucco
2. DE 6117 Colorado Trail – Fascia, Trim, Garage Door (Option 1)
3. DEW 328 Pearl White – Fascia, Trim, Garage Door (Option 2)
4. DEA 183 Dark Shadows – Front Door

Scheme Fourteen: (Ventana Homes)

1. DE 6206 Desert Suede – Stucco
2. DEW 329 Wax Wing – Fascia, Trim, Garage Door (Option 1)
3. DE 6208 Tuscan Mosaic – Fascia, Trim, Garage Door (Option 2)
4. DEW 342 Baby's Breath – Front Door (Option 1)
5. DE 6028 Dark Ruby – Front Door (Option 2)

Scheme Fifteen: (Ventana Homes)

1. DEC 752 Birchwood – Stucco
2. DEW 342 Baby's Breath – Fascia, Trim, Garage Door (Option 1)
3. DEC 750 Bison Beige – Fascia, Trim, Garage Door (Option 2)
4. DEA 183 Dark Shadows – Front Door (Option 1)
5. DE 6028 Dark Ruby – Front Door (Option 2)

Scheme Sixteen: (Ventana Homes)

1. DE 6206 Desert Suede – Stucco
2. DE 6207 Egyptian Sand – Fascia, Trim, Garage Door (Option 1)
3. DE 6169 Milk Mustache – Fascia, Trim, Garage Door (Option 2)
4. DE 6231 Shaker Gray – Front Door (Option 1)
5. DE 6336 Stargazing – Front Door (Option 2)

Scheme Seventeen: (Ventana Homes)

1. DE 6184 Sailcloth – Stucco
2. DE 6111 S'mores – Fascia, Trim, Garage Door
3. DE 6035 Lynx – Front Door

Scheme Eighteen: (Ventana Homes)

1. DE 6124 Whole Wheat – Stucco
2. DEW 341 Swiss Coffee – Fascia, Trim, Garage Door
3. DE 6245 Aged Jade – Front Door (Option 1)
4. DE 5364 Coffee Cream – Front Door (Option 2)
5. DE 6084 Roxy Brown – Front Door (Option 3)



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SCHEME 1 (SADDLEBACK & PINECREST)

STUCCO – HC-45 SHAKER BEIGE
SIDING / GARAGE DOOR – HC-25 QUINCY TAN
FASCIA / TRIM / FRONT DOOR (OPTION 1) - 8470 FAIR FIELDSTONE
FRONT DOOR (OPTION 2) – 05 BLACK

SCHEME 2 (SADDLEBACK & PINECREST)

STUCCO – 8513 PALE PORTABELLA
SIDING / GARAGE DOOR – 8528 VICTORIAN GOLD
FASCIA / TRIM / FRONT DOOR (OPTION 1) – 8574 BURNISHED CARMEL
FRONT DOOR (OPTION 2) 27 MERLOT

SCHEME 3 (SADDLEBACK & PINECREST)

STUCCO 8300 SNOWFLAKE CONFETTI
SIDING / GARAGE DOOR – 8297 PLATINUM PLATE
FASCIA / TRIM (OPTION 1) – 8295 CAST IN STONE
FASCIA / TRIM (OPTION 2) – 00 WHITE
FRONT DOOR - 89 COPPENHAGEN or AC123 AMERICAN ROSE

SCHEME 4 (SADDLEBACK & PINECREST)

STUCCO – 8552 SWISS CREAM
SIDING – 8551 POCAHANTAS
FASCIA / TRIM / FRONT DOOR (OPTION 1) – 8645 BISTRO BROWN
FASCIA / TRIM / FRONT DOOR (OPTION 2) – 33 OFF WHITE

SCHEME 5 (SADDLEBACK & PINECREST)

STUCCO – HC 39 PLANTINUM IVORY
SIDING / GARAGE DOOR – 87 WOODSMOKE
FASCIA / TRIM / FRONT DOOR (OPTION 1) – HC-100 GLOUCESTER SAGE
FASCIA / TRIM / FRONT DOOR (OPTION 2) – 23 SWISS COFFEE

SCHEME 6 (SADDLEBACK & PINECREST)

STUCCO / FRONT DOOR (OPTION 1) – 8458 SAIL CLOTH
SIDING – 8455 TROPICAL TAN
FASCIA / TRIM / FRONT DOOR (OPTION 2) – 66 SPANISH BROWN
FRONT DOOR (OPTION 2) – 27 MERLOT



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SCHEME 7 (SADDLEBACK & PINECREST)

STUCCO – 8523 AGED PARCHMENT
SIDING / GARAGE DOOR / FRONT DOOR (OPTION 1) – 8522 SKIN LIGHT
FASCIA / TRIM (OPTION 1) – 8527 GOLD PROMISE
FASCIA / TRIM / FRONT DOOR (OPTION 2) – 32 SHELL WHITE

SCHEME 8 (SADDLEBACK & PINECREST)

STUCCO – 87 WOODSMOKE
SIDING – 895 DRY MOSS
FASCIA / TRIM / GARAGE DOOR (OPTION 1) – 8457 BAMBOO BEACH
FASCIA / TRIM / GARAGE DOOR (OPTION 2) / FRONT DOOR (OPTION 1) – 33 OFF WHITE
FRONT DOOR (OPTION 2) 89 COPENHAGEN

SCHEME 9 (SADDLEBACK & PINECREST)

STUCCO – 8497 BAJA BEACH
SIDING / GARAGE DOOR – 8455 TROPICAL TAN
FASCIA / TRIM – 59 BONE WHITE
FRONT DOOR – HC-160 KNOXVILLE GRAY or 84 BURGUNDY

SCHEME 10 (SADDLEBACK & PINECREST)

SIDING – HC-77 ALEXANDRIA
STUCCO / GARAGE DOOR – HC-80 BLEEKER BEIGE
FASCIA / TRIM – 23 SWISS COFFEE
FRONT DOOR – 2141-30 ARMY GREEN

SCHEME 11 (VENTANA HOMES)

STUCCO – 8457 BAMBOO BEACH
FASCIA / TRIM / GARAGE DOOR / FRONT DOOR (OPTION 1) – OW 135 DUBAI SAND
FASCIA / TRIM / GARAGE DOOR (OPTION 2) – 8552 SWISS CREAM
FRONT DOOR (OPTION 2) – AC 150 SOPHISTICATED TEAL

SCHEME 12 (VENTANA HOMES)

STUCCO – HC-21 HUNTINGTON BEIGE
FASCIA / TRIM / GARAGE DOOR (OPTION 1) – 33 OFF WHITE
FASCIA / TRIM / GARAGE DOOR (OPTION 2) – HC-26 MONROE BISQUE
FRONT DOOR – 37 WHITE SHADOW or HC 157 NARRAGANSETT GREEN



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SCHEME 13 (VENTANA HOMES)

STUCCO – 81 SEPIA
FASCIA / TRIM / GARAGE DOOR (OPTION 1) – 82 RIVER ROCK
FASCIA / TRIM / GARAGE DOOR (OPTION 2) – 8532 GOLDEN PASTEL
FRONT DOOR - HC 157 NARRAGANSETT GREEN

SCHEME 14 (VENTANA HOMES)

STUCCO – 8497 BAJA BEACH
FASCIA / TRIM / GARAGE DOOR (OPTION 1) – 33 OFF WHITE
FASCIA / TRIM / GARAGE DOOR (OPTION 2) – 8494 AFRICAN PLAIN
FRONT DOOR – 37 WHITE SHADOW or 351 RAISIN

SCHEME 15 (VENTANA HOMES)

STUCCO – 51 VISTA TAN
FASCIA / TRIM / GARAGE DOOR (OPTION 1) – 37 WHITE SHADOW
FASCIA / TRIM / GARAGE DOOR (OPTION 2) – 8760 OLD ENGLISH CASTLE
FRONT DOOR – HC 157 NARRAGANSETT GREEN or 351 RAISIN

SCHEME 16 (VENTANA HOMES)

STUCCO – 8497 BAJA BEACH
FASCIA / TRIM / GARAGE DOOR (OPTION 1) – 8496 WESTOVER HILLS
FASCIA / TRIM / GARAGE DOOR (OPTION 2) – 8500 CAMPIEBELLO
FRONT DOOR – 8461 STONEWALL or 90 MIDNIGHT

SCHEME 17 (VENTANA HOMES)

STUCCO – 60 INDIAN WHITE
FASCIA / TRIM / GARAGE DOOR – 8575 BENETELLO
FRONT DOOR – 8741 DAME MARGARET

SCHEME 18 (VENTANA HOMES)

STUCCO – 8551 POCAHANTS
FASCIA / TRIM / GARAGE DOOR – 23 SWISS COFFEE
FRONT DOOR – 47 OLIVE BRANCH or 20 BLUSH or 8597 SOUL OF THE EARTH

**FORM MUST BE FILLED
OUT COMPLETELY FOR
PERMIT APPROVAL**

NEIGHBOR AWARENESS FORM
Community Development Department
City of Mission Viejo
200 Civic Center
Mission Viejo, CA 92691
Questions regarding this form: 949/470-3074

Chapter 9.43, of the City of Mission Viejo Municipal Code pertaining to architectural and design review provides that no person shall construct any dwelling, accessory building, or structures, improvements, patio covers, roofs, balconies, decks, porches, terraces, exterior steps or stairways, walls, fences, antennas, spas, swimming pools, or make any additions to, or modify any structure, or install a new roof on any structure, on any property in a residential zone in the City unless the resulting construction is found to be compatible with the neighborhood within which it is located. Excerpts from the Municipal code pertaining to this matter are found on the backside of this form.

Tract/Lot: _____

I, _____ am requesting a permit to modify my real property at
(Homeowners' Name)

_____ in the following manner:
(Number and Street Name)

(Building Permit Reason)

The following shall be completed and signed by the **PROPERTY OWNERS** on either side (2), and a front or back neighbor depending upon the improvement(s) (1), prior to submittal for a City of Mission Viejo building permit:

I,

PROPERTY OWNER

Print Name

Signature

Address

Daytime Phone No.

Home Phone No.

Date

Tract/Lot:

PROPERTY OWNER

Print Name

Signature

Address

Daytime Phone No.

Home Phone No.

Date

Tract/Lot:

PROPERTY OWNER

Print Name

Signature

Address

Daytime Phone No.

Home Phone No.

Date

Tract/Lot:

am aware of and consent to the above-described residential property improvement(s) at my neighbor's property.

CHAPTER 9.43 of the Mission Viejo Municipal Code
ARCHITECTURAL AND DESIGN REVIEW

9.43.005 PURPOSE AND INTENT

The regulations of this Chapter only apply to matters requiring a City Building Permit with the exception of amateur radio station antennas. The purpose of this Chapter is to preserve the natural scenic character of the City. Minimum standards are established relating to the siting and massing of either a new structure or a remodeled structure in an existing neighborhood to ensure, to the greatest extent practicable, that the resulting structures are compatible with the neighborhoods within which they are located. The intent of this Chapter is to regulate the development or redevelopment of each building site with respect to adjacent land, public or private, and existing structures so as to maximize visually pleasant relationships, ensure a bright, open neighborhood with a maximum of light and air, and avoid the unpleasant appearance of crowding one structure against another, or of one structure towering over another, insofar as is reasonable and practical. It is not the intent to restrict or regulate the right of an individual property owner to determine the type of structure or addition he or she may wish to place or modify on the parcel. It is the intent, however, to ensure that the new or modified structure does not impact adjacent property owners or the compatibility of structures in the neighborhood. The regulations in this Chapter are in addition to the other regulations/ordinances of the City, and, where in conflict, the more restrictive regulations shall apply.

9.43.010 COMPATIBILITY IN RESIDENTIAL ZONES

No person shall construct any dwelling, accessory building, or structures, improvements, patio covers, roofs, balconies, decks, porches, terraces, exterior steps or stairways, walls, fences, antennas, spas, swimming pools, or make any additions to, or modify, any structure, or install a new roof on any structure, on any parcel in a residential zone in the City for which a building permit is required unless the resulting construction is found to be compatible with the neighborhood within which it is located. The design criteria and review processes contained in this Chapter are provided to protect and maintain the established character of all residential neighborhoods within the City.

9.43.015 OBJECTIVES

In order to maintain neighborhood compatibility, any proposal for construction within a residential zone shall comply with the following objectives:

- (a) Natural Amenities
Improvements to residential property shall respect and preserve, to the greatest extent practicable, the natural features of the land, including the existing topography and landscaping.
- (b) Neighborhood Character
Proposals shall be reasonably compatible with the existing neighborhood character in terms of the scale of development of surrounding residences, particularly those within 300 feet of the proposed development parcel boundaries. While many elements can contribute to the scale of a residential structure, designs should minimize the appearance of over or excessive building substantially in excess of existing structures in the neighborhood. The square footage of the structure and the total lot coverage should reflect the uncrowded character of the City and the respective neighborhood. The height of the structures shall maintain, to the extent reasonably practicable, consistency with the height of structures on neighboring parcels.
- (c) Privacy
Design proposals shall respect to the extent reasonably practicable the existing privacy of adjacent parcels by maintaining an adequate amount of separation between the proposed structure and adjacent parcels, and the design of balconies, decks, and windows should respect the existing privacy of adjacent parcels.
- (d) Views
Designs should consider, to the extent reasonably practicable, neighbor's existing views.

9.43.020 PROCESS

The following requirements shall apply to all proposals for construction of new, or modification of, or addition to existing structures, for all residential parcels.

- (a) Application
An application for Architectural Review shall be made to the Director on forms furnished by the Director and accompanied by plans showing the effect of the proposed work upon visual relationships with other parcels, existing structures, or land adjacent to or within 300 feet of the proposed work, and any other information the Director may require. The application shall be accompanied by the required fees pursuant to Chapter 9.55 (Applications and Fees).
- (b) Review by Homeowner Association
An application, involving a parcel regulated in part by a homeowner association referred to in the Conditions, Covenants and Restrictions (CC & R's) for said parcel, shall be submitted to the architectural review committee of the homeowner association for review. In the event the homeowner association does not have an active or established architectural review committee, the Director shall review the application.
- (c) Non-Homeowner Association Parcels
An application for Architectural Review for a parcel which is located in an area which does not have a homeowner association identified in the CC&R's for said parcel shall be submitted to the Director for review.
- (d) Submission to Adjoining Property Owners
If, in the opinion of the Director, a proposed improvement would directly impact a neighboring parcel, the applicant shall submit the application for Architectural Review to the owner of the adjoining parcel for review and comment.
- (e) Approvals
In the event that an architectural review committee or its designated representative, the Director, and all adjoining property owners, if any, approve of the proposed improvement and file written consent(s) thereto within 60 days of submission, the application shall be deemed approved and the proposed improvement can be submitted to plan check, if required. Failure to act on the proposed improvement within the 60 day period shall be deemed approved by the entity or person to whom the proposed improvement was submitted. The Director may grant an extension of time to an architectural review committee if good cause is shown and the request is made in writing. It shall be the responsibility of the applicant to submit to the Director written evidence showing the initial submittal date of plans to the architectural review committee and adjoining property owners.
- (f) Referral to Commission
In the event that a proposed improvement is disapproved by an architectural review committee, the Director, or any adjacent property owner, the architectural review application shall be submitted to the Commission for review and determination. The Director shall set the application for public hearing and shall give notice of the time and place of the hearing pursuant to the provisions of Chapter 9.56 (Hearings and Appeals). The Commission may approve, approve with conditions, or disapprove the application and shall render its decision within 30 days after the conclusion of its hearing. The decision of the Commission shall be final unless appealed to the Council.
- (g) Appeal of Decision to Council
Any interested party may, within 15 days after the decision of the Commission, appeal the decision to the Council. The appeal shall be filed with the City Clerk on a form prescribed by the Council, accompanied by payment of the fee pursuant to Chapter 9.55 (Applications and Fees), and shall include the reasons for the appeal. The City Clerk shall set the appeal for public hearing and give notice of the time and place of the hearing pursuant to the provisions of Chapter 9.56 (Hearings and Appeals). The Council may approve, approve with conditions, or disapprove the application and shall render its decision within 30 days of the conclusion of the hearing. The resolution shall contain the Council's findings. The City Clerk shall mail a copy of the resolution to the applicant and the decision of the Council shall be final.

PINECREST COMMUNITY ASSOCIATION

ARCHITECTURAL POLICY

In accordance with the CC&Rs of PINECREST COMMUNITY ASSOCIATION existing Architectural Conditions and Restrictions (the ACRs), the following sets forth the Architectural Policy for the Association as required by California Civil Code Section 1378. This policy is in addition to the ACRs, the covenants, conditions and restrictions set forth in the CC&Rs and the CC&Rs of the Lake Mission Viejo Association.

1. Changes That Require Architectural Approval

Any commencement or maintenance of construction, alteration, removal, relocation, repainting, demolition, addition, installation, modification, decoration, redecoration or reconstruction of an improvement (as this term is defined by the CC&Rs and including landscaping), in or upon the Properties shall require architectural approval. However, no Improvement may be repainted without Architectural approval even if the Improvement is repainted the identical color which it was last painted. Note: these requirements along with those set forth in the CC&Rs apply to the construction, installation, alteration and modification of solar energy equipment subject to California Civil Code 714, the Uniform Building Code of the County, applicable zoning district regulations and associated County Ordinances (Article VIII, Section 8.02 of the CC&Rs).

2. Procedures For Review And Response

2.1 The Application

The Association's existing form Application for Architectural Approval is attached herewith, along with the existing ACRs, all of which are incorporated. To be deemed a complete application, the form Application must be fully completed and submitted with all requested documents and information (hereinafter referred to as the complete Application). The complete Application shall be submitted by the homeowner to the Architectural Committee and is deemed received upon delivery and receipt by the management company on behalf of the Association, or by the Board of Directors at a regularly scheduled Board meeting, and a written receipt should be requested. (Article VIII, Section 8.02 of the CC&Rs)

2.2 Fee for Application And Review

Where the Architectural Committee determines that professional advice and/or services are warranted in its review process, the homeowner shall be requested to submit fees as a retainer to pay for such professional services, as a condition for a complete Application. Such fees may be \$250, but will not exceed \$1,200, and any unused portion of the submitted fees will be reimbursed to the homeowner. (Article VIII, Section 8.02)

2.3 Standards For Decision

The Architectural Committee will determine if the installation, construction, alterations or additions contemplated by the complete Application in the location indicated would be in compliance with the CC&Rs and that they will not be detrimental to the appearance of the surrounding area of the

properties as a whole, that the appearance of the surrounding area of any structure affected thereby will be in harmony with the surrounding structures, and that the installation or construction thereof will not detract from the beauty, wholesomeness and attractiveness of the Common Area or the enjoyment thereof by the Members, and that the upkeep and maintenance thereof will not become a burden on the Association (Article VIII, Section 8.02 of the CC&Rs). Further, the Architectural Committee may condition its approval as set forth in the CC&Rs at Article VIII, Section 8.02 and exercise all those powers set forth in the CC&Rs. In exercising these standards, the Architectural Committee will take into consideration all the existing ACRs as more fully set forth in the attachment hereto. Further, the Architectural Committee shall take into consideration the aesthetic aspects of the architectural designs, placement of buildings, landscaping, color schemes, exterior finishes and material and similar features (Article VIII, Section 8.07 of the CC&Rs). Finally, no Approval of the Architectural Committee will be valid for any project that is in violation of any provisions of the CC&Rs. Therefore, it is important for the complete Application to clearly provide information to show compliance with the ACRs and the CC&Rs.

2.4 Response To Complete Application

2.4.1 Time For Response (Modified by CA Civil Code to 30 days from 45)

The Architectural Committee will review the complete Application and issue a written response to the homeowner within 45 days of receipt of the complete Application. Incomplete Applications should be returned within 45 days to the homeowner with notification that the Application was incomplete. However, failure to return the incomplete Application to the homeowner within the suggested 45 days shall not cause the incomplete Application to be deemed Approved according to Article VIII, Section 8.02 of the CC&Rs as an incomplete Application does not comply with the requirements of the Article of the CC&Rs for proper submission.

2.4.2 Nature Of Response

The written response to the complete Application shall be either an Approval with or without conditions, or a Disapproval. In the event of a Disapproval, the Response will set forth why it was not approved, what additional information or documentation is needed, if any, and the procedures for reconsideration by the Board according to this policy (Civil Code 1378). Note: Approval of the complete Application does not relieve the homeowner of adherence and compliance with all building codes and regulations of the City or other government agencies and utility companies, and the approval in no way represents that building codes, City or government regulations or requirements of utility companies were reviewed or taken into consideration or that the Architectural Committee has any knowledge or information in this regard.

3. Variances And Procedures For Reconsideration

3.1 Variances

The Architectural Committee may recommend a variance when circumstances such as topography, natural obstructions, hardship (as this term is defined by the law relating to variances),

Aesthetic or environmental consideration may require. Any such recommendation must be approved by the Board of Directors as more fully set forth in Article VIII, Section 8.02 of the CC&Rs.

3.2 Request For Reconsideration Of Denial

All requests for reconsideration must be in writing. A written request to the Board of Directors to reconsider the complete Application at an open meeting of the Board will be responded to with notice of the date upon which the matter will be reconsidered at an open meeting of the Board (Civil Code 1378). Notice of the open meeting shall be given at least 4 days prior to the open meeting (Civil Code 1363.05 and 1378). The open meeting will either be the next scheduled regular meeting of the Board, or if there would be insufficient time to give the 4 days notice, then at an open meeting set by the Board no later than 30 days from the date of the request. A written request to the Board for reconsideration, which does not include a request for a meeting, will be responded to in writing, by the Board, within 30 days of receipt.

4. Completion Of Project And Compliance With Approval

Homeowners must timely and properly complete their approved project as set forth in any approval, in the ACRs attached hereto, and the CC&Rs. The Architectural Committee may inspect the project and will address defects as set forth in Article VIII, Section 8.06 of the CC&Rs.