

**COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION**  
**IMPROVEMENT APPLICATION PROCEDURES**

**No construction, installation or alteration on the property may be commenced, until the plans and specifications have been approved in writing by the Architectural Review Committee or the Board of Directors.**

**Please include the following information on or with your plans:**

- A. Completed structure and landscape application.**
- B. \$150 check for the architectural application processing/review fee, payable to Cottonwood Canyon Hills Community Association for first time applications.**
- C. If a structure is proposed (patio cover, walls, gazebos, room additions, sun room, sun shades, etc.), a plot plan must be submitted indicating a north arrow, the location of the residence on the lot and the dimensions of the residence and proposed structure from the property lines. The scale of all plans and elevations must be either 1\_ = 10' or 1/8\_ = 1'. Minor details do not need to be to scale.**
- D. For any proposed structure, the plans must indicate the location, elevation (height and width), color, and materials of construction. Patio covers may be white or match the color of the trim or stucco on the house. Color of other structures must be compatible with the colors of the house (trim or stucco).**
- E. If structures are to be added, submit color photographs of front and rear of the house.**
- F. Landscaping plans should also be included on the plans as generally described in the Landscape Guidelines. It should be noted that neither the Landscape nor the Architectural Guidelines are all-inclusive.**

**COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION**  
**STRUCTURE AND LANDSCAPE IMPROVEMENT APPLICATION**

Please complete and include EXHIBIT C, EXHIBIT D & EXHIBIT E along with a set of plans and a check for \$150.00 made out to Cottonwood Canyon Hills for the architectural review fee.

*Forward To:*

**COTTONWOOD CANYON HILLS COA  
C/O ACTION PROPERTY MANAGEMENT  
31989 HOLLYHOCK ST.  
LAKE ELSINORE, CA 92532**

Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

X \_\_\_\_\_  
(Homeowner's Signature)

Approximate Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Approximate Finish Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROJECTS BEING SUBMITTED:** (Please check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> ANTENNA                             | <input type="checkbox"/> PAINTING             |
| <input type="checkbox"/> AWNINGS                             | <input type="checkbox"/> PATIO COVER          |
| <input type="checkbox"/> DECK                                | <input type="checkbox"/> PLAYHOUSE            |
| <input type="checkbox"/> DRAINS (If altering existing grade) | <input type="checkbox"/> POOL/SPA EQUIPMENT   |
| <input type="checkbox"/> DRIVEWAY EXTENSION                  | <input type="checkbox"/> SCREEN/SECURITY DOOR |
| <input type="checkbox"/> FENCE(S)                            | <input type="checkbox"/> SHED                 |
| <input type="checkbox"/> GATE(S)                             | <input type="checkbox"/> SOLAR PANELS         |
| <input type="checkbox"/> GAZEBO                              | <input type="checkbox"/> TREES                |
| <input type="checkbox"/> GUTTERS                             | <input type="checkbox"/> WALL(S)              |
| <input type="checkbox"/> LANDSCAPING                         | <input type="checkbox"/> FRONT YARD           |
| <input type="checkbox"/> FRONT YARD                          | <input type="checkbox"/> REAR YARD            |
| <input type="checkbox"/> REAR YARD                           | <input type="checkbox"/> SIDE YARD            |
| <input type="checkbox"/> SIDE YARD                           | <input type="checkbox"/> RETAINING            |
| <input type="checkbox"/> LAWN ONLY                           | <input type="checkbox"/> WALKWAY(S)           |
| <input type="checkbox"/> OTHER: _____                        |   |

**Please ensure that the following details are included on your plans, and the following documents attached:**

- |   |   |
|---|---|
| <input type="checkbox"/> NAMES OF PLANTS        | <input type="checkbox"/> COLOR SCHEME                             |
| <input type="checkbox"/> TYPE OF MATERIALS USED | <input type="checkbox"/> REVIEW FEE (For first time applications) |
| <input type="checkbox"/> DIMENSIONS             | <input type="checkbox"/> NEIGHBOR SIGNATURES                      |

*(Do Not Write Below Line. To be completed by Architectural Committee ONLY)*

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- APPROVED WITH CONDITIONS**  
See attached review.
- APPROVED WITH RESTRICTIONS**  
See attached review.

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

- DISAPPROVED**  
Re-submit with requested information.

**Returned to Applicant/Owner**

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

**You must sign and submit this form with your landscape plans and application.**

- PROPER PERMITS MUST BE OBTAINED PRIOR TO ANY WORK COMMENCING INCLUDING FIRE DEPARTMENT, IF APPLICABLE.
- ALL CONCRETE MUST BE OF EARTH TONE OR NATURAL COLOR. **NO VIVID COLORS PERMITTED.**
- MAINTAIN PROPER DRAINAGE OF LOT AS INSTALLED BY THE DEVELOPER.
- DO NOT RAISE GRADE AGAINST WALLS OR HOUSE FOR ANY REASON
- DO NOT CAUSE WATER TO FLOW AGAINST HOME OR OVER ADJACENT LOTS.

1. Review entire set of Covenants, Conditions, and Restrictions (CC&Rs) to be in full compliance.
2. Do not obstruct or impair proper drainage.

**Your property grade was designed by a state licensed civil engineer to direct water away from the structure and adjoining properties towards the street gutter water collection system. Failure to maintain proper drainage may cause, but is not limited to: damage to non-moisture resistant improvements, heaving of foundation soils, uplift of perimeter footings, deformation of the framing and damage to adjacent properties.**

3. Do not divert water onto neighboring lots.
4. Do not allow water to pool or come into contact with house foundation/slab.
5. Patio overheads should be white or match the existing house trim color.
6. Observe side yard setback requirements for any overheads.
7. Any rework of the grade adjacent to the existing fence should be done very carefully to eliminate any kind of drainage problem to the adjacent neighbors. The grade cannot be raised against the fence for any reason; this is unacceptable.

Approval of your landscape improvement plans is limited to a determination as to quality of materials, harmony of external design with existing structures, and as to location with respect to topography and finish grade elevations of the structure to be built on your property. You must comply with all provisions of the CC&Rs recorded against your property especially as to any height restrictions or restriction as to number of stories. Your improvements must comply with all City and County building ordinances. The improvements may require a building permit that you would be responsible to obtain. It is not the duty or responsibility of the Architectural Committee to check compliance with any of the Covenants, Conditions and Restrictions or building ordinances. If for any reason the plans do not conform to these covenants, conditions and restrictions, building ordinances, or proper building practices and designs the responsibility is solely that of the owner and is subject to the approval and enforcement rights set forth in the CC&Rs. In approving your submission the Association neither assumes responsibility or liability for your compliance, nor waives its rights to hereinafter enforce your compliance.

**By signing below you acknowledge that:**

- I. The drainage on your property at this date is designed and functioning properly.**
- II. You indemnify the Association, Developer and all third parties from any damage resulting from your proposed improvements.**
- III. Your proposed improvement may impair remaining developer warranties, if any.**

X \_\_\_\_\_ Date: \_\_\_\_\_  
(Homeowner's Signature)

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

**NEIGHBOR AWARENESS FORM**

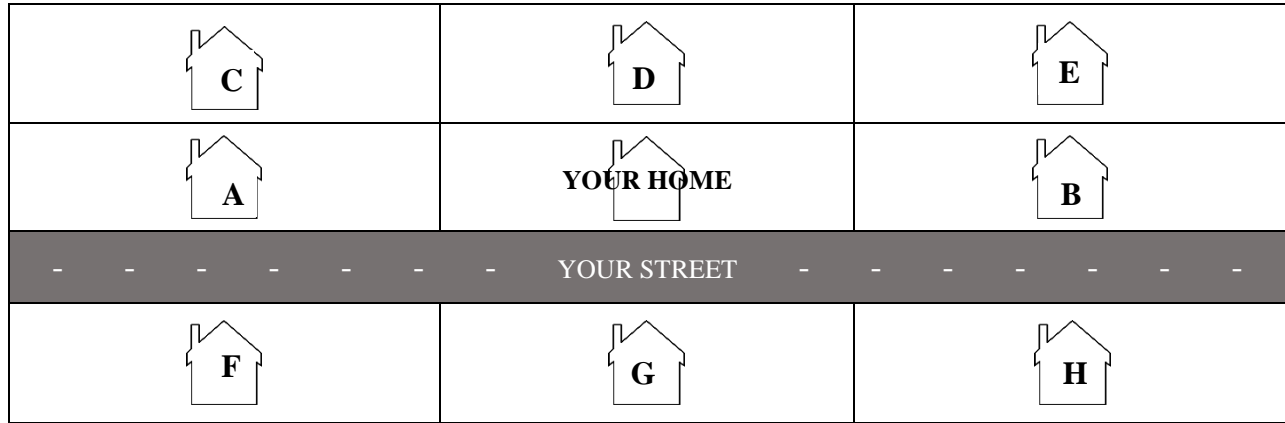
Name(s): \_\_\_\_\_

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

This is intended to advise your neighbors who own property adjacent to your lot/property line of the improvements you plan to make. This includes side, rear and the possibility of front, or across the street neighbors.

**Have each of your neighbor's sign this form in the corresponding spaces, in accordance with the diagram below.**

NOTE: Neighbors A & B must sign all applications. If the improvement is in your back yard, neighbors C, D and E must also sign. If the improvement is in the front yard, neighbors F, G and H must also sign. If no neighbors exist, or there is a vacant lot, please specify: "NO NEIGHBORS", "VACANT LOT" OR "NOT APPLICABLE (NA)". FAILURE TO HAVE THIS SECTION COMPLETED WILL DELAY YOUR APPLICATION.



	NAME	ADDRESS	SIGNATURE
A			
B			
C			
D			
E			
F			
G			
H			

**NOTICE OF COMPLETION FORM & PHOTOS**  
**COTTONWOOD CANYON HILLS COMMUNITY ASSOCIATION**

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Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address Where Work Took Place: \_\_\_\_\_

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

Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_

Evening Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Brief Description of Improvement: \_\_\_\_\_  
\_\_\_\_\_

Notice is hereby given that the undersigned is the owner of the property where the work took place and that the work was completed on the date specified below:

Date Work Was Completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_  
\_\_\_\_\_

*(Please Print)*

Please provide the following documents in order that the Notice of Completion may be reviewed.

Photographs of all works of improvement completed on the property.

*Upon completion please forward to:*

COTTONWOOD CANYON HILLS COA  
C/O ACTION PROPERTY MANAGEMENT  
31989 HOLLYHOCK ST.  
LAKE ELSINORE, CA 92532

*(Do Not Write Below Line. This is to Be Completed by the Architectural Committee Only)*

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**Committee Comments:**

APPROVED

DISAPPROVED

Additional work required

RETURNED TO APPLICANT/OWNER

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

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

**EXHIBIT F**