

Tierra Linda Maintenance Corporation
Architectural Guidelines (Rev: September 2018)

Standard Home Improvement Form

Submit To: Tierra Linda Maintenance Corporation
Attn: Architectural Committee
c/o: Seabreeze Management Company
26840 Aliso Viejo Parkway, Suite 100
Aliso Viejo, CA 92656

Unit Owner's Signature: _____

Name (Print): _____ Best Phone: (_____) _____ - _____

Unit Address: _____ Alt. Phone: (_____) _____ - _____
Rancho Santa Margarita, CA 92688

If Different:

Owner's Mailing Address _____

City: _____ State: _____ Zip: _____

Proposed Start Date: ____ / ____ / ____ Finish Date: ____ / ____ / ____

Project(s) Being Submitted: (Please check appropriate item(s))

- | | |
|--|---|
| <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Green House |
| <input type="checkbox"/> Awning(s) | <input type="checkbox"/> Gazebo |
| <input type="checkbox"/> Lawn Only | <input type="checkbox"/> Landscaping / Trees |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Rear – back yard |
| <input type="checkbox"/> Grade/Drains | <input type="checkbox"/> Rear – outside of fence, common area |
| <input type="checkbox"/> Gutter(s) / Downspout(s) | <input type="checkbox"/> Side – common area |
| <input type="checkbox"/> Fence(s) / Retaining Wall(s) | <input type="checkbox"/> Front – common area |
| <input type="checkbox"/> Wall(s) / Window(s) – dwelling exterior | <input type="checkbox"/> Patio Cover / Trellis |
| <input type="checkbox"/> Rear | <input type="checkbox"/> Exterior Painting |
| <input type="checkbox"/> Side | <input type="checkbox"/> Playhouse / Swing |
| <input type="checkbox"/> Front | <input type="checkbox"/> Spa and Equipment |
| <input type="checkbox"/> Extension | <input type="checkbox"/> Pool and Equipment |
| <input type="checkbox"/> Satellite Dish / Antenna | <input type="checkbox"/> Relocation of any approved project |
| <input type="checkbox"/> Other: _____ | |

Please ensure that the following details are shown on your plans and the following documents are included with your submission:

- | | |
|--|--|
| <input type="checkbox"/> Names of all plant material | <input type="checkbox"/> Three (3) Sets of Plans or Drawings |
| <input type="checkbox"/> Types of Materials Used | <input type="checkbox"/> Neighbor Signatures |
| <input type="checkbox"/> Types of Wood Surfaces | <input type="checkbox"/> Sample Materials if Appropriate |
| <input type="checkbox"/> Color Scheme | |

NOTE: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the County of Orange. The review is intended to consider aesthetic appearances of the drains, pipes and coring and other applicable aspects of drainage.

Owner may also need to acquire approval from the City of Rancho Santa Margarita for permission to encroach within public easements or right-of-way. Building permits may need to be obtained from the City of Rancho Santa Margarita for such improvements as patio covers, gazebos, spas, pools, decks, etc.

NEIGHBOR NOTIFICATION

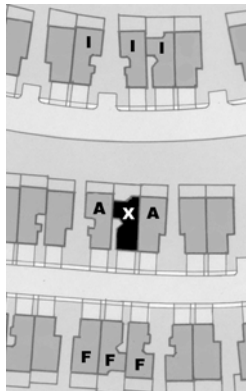
It is the intent of the Architectural Review Committee (ARC) to consult neighbors on any improvements, which may impact their use and enjoyment of their property. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the ARC's decision.

Definitions:

Facing Neighbor: Means the three (3) Units directly across the street from the Unit in question

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

Impacted Neighbor: Means all Units in the immediate surrounding area which would be affected by the construction of any improvement



In this example, the unit marked "X" is preparing a Patio Cover project. The three marked "F" are the Facing Neighbors, the two units marked "A" are the Adjacent Neighbors and the three units marked "I" are Impacted Neighbors.

Improvements Requiring Notification:

Any exterior improvements that may impact the neighbors in the community and any interior improvement that will create a noise burden on any adjacent Unit(s) for an extended period of time (more than a few hours).

Statement:

The Facing, Adjacent and Impacted Neighbor Statement must be provided to the ARC to verify that the neighbors have been properly notified about the proposed improvements. Their signature on the statement is not their approval or endorsement of the improvement.

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FACING, ADJACENT AND IMPACTED NEIGHBOR STATEMENT

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

Neighbor Notice: Your signature below is not an approval of the improvement project proposed, it is to indicate that you have been notified of the project and been given the opportunity to see the plans. If you have any objections, you may contact the property management company with your objections. Your personal information will not be shared with the owner submitting these plans.

Facing Neighbor:

Name	Address (number & street)	Signature
Facing Neighbor:		

Name	Address (number & street)	Signature
Facing Neighbor:		

Name	Address (number & street)	Signature
Adjacent Neighbor:		

Name	Address (number & street)	Signature
Adjacent Neighbor:		

Name	Address (number & street)	Signature
Impacted Neighbor:		

Name	Address (number & street)	Signature
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Name	Address (number & street)	Signature
Impacted Neighbor:		

Name	Address (number & street)	Signature
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The neighbors have seen the plans I am submitting for Architectural Review Committee approval (see above verification). I understand neighbor approvals and/or objections do not in themselves cause approval or denial. However, the Architectural Review Committee may contact the neighbors to determine their objections and their appropriateness, if necessary.

Submitted by:

Signature: _____ Date: ____/____/____

Name (Print): _____ Unit Address: _____

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NOTICE OF COMPLETION

Notice is hereby given that:

The undersigned is the owner (s) of the property located at:

Number
 and Street: _____
 Rancho Santa Margarita, CA 92688

The _____
 (Describe the work completed, i.e.: Satellite Dish Installation)
 on the described property was COMPLETED on the _____ day of _____, 20 in
 accordance with the Architectural Committee written approval through the above owner's plans and submitted
 package.

Signature of Owner: _____ Date: / /20____

Please do not write below this line

Received at Property Management Company: _____ / _____ /20____

Copy sent to ARC: _____ / _____ /20____

Inspected by ARC: _____ / _____ /20____

☐ Approved
☐ Disapproved
 By (Print): _____

Signed: _____

Date: _____ / _____ /20____