

**BELLA TIERRA COMMUNITY ASSOCIATION
ARCHITECTURAL IMPROVEMENT
APPLICATION PROCEDURES**

Please include the following information, as applicable, on your plans:

1. Location of patio/entryway/balcony area in relation to unit and dimensions from existing structures.
2. Complete dimensions of proposed improvement. Provide a dimensioned plot plan utilizing one-inch equals ten feet (1" = 10') or more detailed as necessary to adequately depict the improvement.
3. Description of all materials, fixtures, and color scheme. Indicate the color of stain or paint by manufacturer's number respective to building parts or surfaces. Color samples must be provided if these deviate from the original color used. Note accordingly if color is intended to match existing surface. Samples of materials having inherent colors such as in masonry. will be required if these are to be used in a natural finish.
4. Please attach three (3) copies of drawings/plans and the application form and mail to:

**BELLA TIERRA COMMUNITY ASSOCIATION
TOTAL PROPERTY MANAGEMENT, INC.
2301 Dupont Drive, Suite 100
Irvine, CA 92612
949-261-8282**

NOTE: Please do not commence work prior to obtaining the approval from the DRC. The Committee will respond to your request within forty-five (45) days from the time of submittal. If you do not receive a response within forty-five (45) days, please notify Total Property Management and a response will be forthcoming. If you do not receive a response within forty-five (45) days, you may not assume that your plans have been approved.

PLEASE NOTIFY TOTAL PROPERTY MANAGEMENT UPON COMPLETION.

**BELLA TIERRA COMMUNITY ASSOCIATION
ARCHITECTURAL IMPROVEMENT APPLICATION**

**MAIL TO:
TOTAL PROPERTY MANAGEMENT, INC.
2301 Dupont Drive, Suite 100
Irvine, CA 92612
949-261-8282**

HOMEOWNER: _____ **DATE:** _____

ADDRESS: _____ **UNIT#:** _____

TELEPHONE # DAY: _____ **EVENING:** _____

ORIGINAL APPLICATION: _____ **MODIFICATION TO ORIGINAL APP.:** _____

DESCRIPTION OF IMPROVEMENT:

PROPOSED STARTING DATE: _____

PROPOSED ENDING DATE: _____

PLEASE NOTIFY MANAGEMENT COMPANY OF ACTUAL DATE COMPLETED

NEIGHBOR AWARENESS

THE INTENT IS TO ADVISE YOUR ADJACENT NEIGHBORS OF YOUR PROPOSED IMPROVEMENTS. THIS WOULD INCLUDE SIDE, FRONT AND REAR YARD NEIGHBORS. ANY NEIGHBORS WHO MAY REASONABLY BE AFFECTED BY THE IMPROVEMENT MUST BE NOTIFIED. THE COMMITTEE SHALL CONVENE TO DISCUSS PROPOSED IMPROVEMENTS. THIS SECTION MUST BE COMPLETED.

<u>NAME & ADDRESS</u>	<u>SIGNATURE</u>	<u>DAY PHONE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

(DRC USE ONLY) BELLA TIERRA

_____ APPROVED BY DRC
_____ APPROVED SUBJECT TO CONDITIONS OUTLINED BELOW
_____ DENIAL FOR REASON LISTED BELOW

_____ circle one
_____ COMMITTEE / BOARD
MEMBER SIGNATURE DATE

_____ circle one
_____ COMMITTEE / BOARD
MEMBER SIGNATURE DATE

(DRC INSPECTOR USE ONLY)
FINAL INSPECTION

INSPECTED BY: _____ DATE: _____

Circle one

WORK **IS** / **IS NOT** IN COMPLIANCE WITH APPROVED PLAN

RE-INSPECTED BY: _____ DATE: _____