

SUBMITTAL CHECKLIST
ARCHITECTURAL COMMITTEE APPLICATION
WOODMOOR HOMEOWNERS ASSOCIATION

(Owner to Complete)

This checklist must be completed by the Owner and must be attached to the Architectural Committee Application. Failure to complete and include this checklist constitutes an incomplete submittal. The Committee will return all incomplete submittals without review.

A description of what must be included on each of the drawings required below may be found in the Architectural Review Guidelines.

PART I - ALL IMPROVEMENTS

This section lists the submittal requirements for **all Improvements** that must be included with any and all submittal requests. Per the Association CC&R's - Improvements mean any structure and any appurtenance thereto including a building, walkway, irrigation system, controlled access facility, recreational facility, road, driveway, parking area, alley, fence, any type of wall, awning, patio, porch, deck, any type of landscaping and planting, antenna, poles, signs, air conditioning and water softener fixture or equipment. The Architectural Committee may identify additional items that are Improvements.

Completed Architectural Committee Application– Exhibit ‘A’ (2 pages)

Signed Neighbor Awareness Form – Exhibit ‘B’

Submittal Checklist

Photographs of entire rear and side yard and front yard

Plot Plan – **3 sets** (with neighbor initials and address)

PART II - LANDSCAPE IMPROVEMENTS

This part must be completed by all applicants for improvements involving all landscaping in any yard (i.e.: plant material, hardscape, spa or pool, fences and walls).

Part I submittal requirements

Landscape Plan (may be included on plot plan)

PART III - EXTERIOR IMPROVEMENTS

This part must be completed for exterior alterations including room additions, trellis and sunshades, gazebos, balcony, window and door treatment and exterior color or material changes.

Part I submittal requirements

Exterior Elevations

Floor Plans (in the case of detached structures such as gazebos, floor plans may be included on the plot plan)

PART IV - SPACE IMPROVEMENTS

This part must be completed for space improvements such as room additions, large decks and room conversions affecting the exterior appearance of the home.

Part I submittal requirements

Exterior Elevations

Floor Plans

Building Section(s)

Mail To: Avalon Management Group, 31608 Railroad Canyon Road, Canyon Lake, CA 92587

EXHIBIT 'A'
ARCHITECTURAL COMMITTEE APPLICATION
WOODMOOR HOMEOWNERS ASSOCIATION

(Owner to Complete)

Please complete this request form, the submittal checklist form and attach three (3) copies of your proposed improvement plans. **Incomplete applications will not be considered and will be returned.** To assure prompt consideration, review all submittal materials for completeness before sending them to the Architectural Committee:

Mail or deliver to: Woodmoor Homeowners Association Architectural Committee
31608 Railroad Canyon Road
Canyon Lake, CA 92587

From: _____ Date: _____
Owner

Mailing Address _____ City _____ Zip _____
() _____ () _____
Area Code Home Phone Area Code Cell Phone

Property Address: _____

Email Address: _____

Architect, Engineer or Owner's Representative: (if applicable)

Contact _____ Company Name _____

Address: _____

Phone #: _____

Type of Work: *(Check all that are appropriate)*

- | | | | |
|------------------------------|-------------------------|---------------------------|---------------------|
| Spa | Swimming Pool | Pond, Fountain, Waterfall | Fire Pit, Fireplace |
| Barbecue | Drainage System | Fence, Screen Wall, Gate | Trellis, Arbor |
| Rear Yard | Planter, Retaining Wall | Seat Wall | Gazebo |
| Tubular Steel | Irrigation | Planting | Other |
| Exterior Low Voltage Lights | | Satellite Dish | |
| Exterior High Voltage Lights | | Sundeck or Balcony | |

THE REVIEW AND/OR APPROVAL OF ANY PLANS, IMPROVEMENTS, CONCEPTS, CONSTRUCTION, ETC. BY THE ARCHITECTURAL COMMITTEE AND/OR THE BOARD IS DONE TO CHECK FOR CONFORMANCE WITH THE CC&R's AND THE ARCHITECTURAL GUIDELINES AND DOES NOT REVIEW NOR WARRANT THE PLANS AS REGARDS TO CONFORMANCE WITH ANY APPLICABLE GOVERNING CODES AND ORDINANCES NOR STRUCTURAL STABILITY OR SUITABILITY.

EXHIBIT 'A' – PAGE 2
ARCHITECTURAL COMMITTEE APPLICATION
WOODMOOR HOMEOWNERS ASSOCIATION

(Owner to Complete)

I understand and agree that:

- 1 No work on this request shall commence until written approval of the Architectural Committee has been received.
- 2 The "General Conditions of Approval" section of the Architectural Guidelines shall apply to any approval.

SIGNATURE: _____

Owner

Date

Received by the Architectural Committee: _____

Date

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

Consultant Review Recommendation:

NOT APPROVED

Incomplete Submittal
Require Additional Information
Appearance Evaluation Review
Checklist

APPROVED WITH CONDITIONS

Community CC&R's
Notes on Plans
Appearance Evaluation Review Checklist
Letter Dated _____
Completion of Neighbor Awareness Form
Completion of DRC Application Form
Other _____

Consultant Signature:

Signature

Date

Signature

Date

Signature

Date

EXHIBIT 'B'
NEIGHBOR AWARENESS FORM
WOODMOOR HOMEOWNERS ASSOCIATION

(Owner to Complete)

NEIGHBOR AWARENESS - The intent is to advise your neighbors who own property adjacent to your lot (property) line or unit. Neighbors must sign this form and may add their comments or concerns in the space provided below OR may independently submit their comments or concerns in writing. **Each neighbor must also initial each set of plans (every sheet of a multiple sheet plan).**

Immediate Neighbor – Rear of Home
Name _____
Address _____
Signature _____

Immediate Neighbor – Rear of Home
Name _____
Address _____
Signature _____

Immediate Neighbor – Side of Home
Name _____
Address _____
Signature _____

YOUR HOME
Name _____
Address _____

Immediate Neighbor – Side of Home
Name _____
Address _____
Signature _____

Immediate Neighbor – Front of Home
Name _____
Address _____
Signature _____

Immediate Neighbor – Front of Home
Name _____
Address _____
Signature _____

NEIGHBOR CONCERNS OR COMMENTS:

EXHIBIT 'C'
NOTICE OF COMPLETION &
SECURITY DEPOSIT RETURN REQUEST FORM
WOODMOOR HOMEOWNERS ASSOCIATION

Today's Date: _____ / _____ / _____ **Tract #:** _____ **Lot #:** _____

Address Where Work Took Place: _____

Mailing Address: _____

Daytime Phone: (_____) - _____

Evening Phone: (_____) - _____

Email Address: _____

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 everything completed on the property.

Copy of approved stamped plans (and any approved revised/amended plans).

(Do Not Write Below Line. This is to be completed by Architectural Committee Only)

Committee Comments:

NOT APPROVED
Incomplete Submittal
Require Additional Information
Appearance Evaluation Review Checklist

APPROVED WITH CONDITIONS
Community CC&R's
Notes on Plans
Appearance Evaluation Review
Architectural Consultant Comments
Completion of Neighbor Awareness Form
Other

Consultant Signature:

Signature

Date

Signature

Date

Signature

Date