



3618 Ocean Ranch Blvd., Oceanside, CA, 92056 \* 760-481-7444 \* 800-646-1887

## Architectural and Landscaping Improvement Request

Please complete and include EXHIBIT A & EXHIBIT B, along with two (2) sets of your proposed improvement plans to: **Moncado Springs Architectural Review Committee c/o Avalon Management Group, 3618 Ocean Ranch Blvd, Oceanside, CA 92056.**

Project Information			
Homeowner First Name:		Homeowner Last Name:	
Property Address:		City:	State: Zip Code:
Email Address:		Phone #:	
Application Date:	Proposed Start Date:	Anticipated Completion Date:	
Contractor Name:		Contractor License #:	
Project Summary:			
<b>Homeowner Signature:</b>			

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST:

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Description of improvement/landscaping.</li> <li>2. Location of improvement to unit and dimensions.</li> <li>3. Complete dimensions of proposed improvement.</li> <li>4. Measurements of improvement in relationship to unit and neighboring unit(s).</li> <li>5. Description of materials and color schemes.</li> </ol> | <ol style="list-style-type: none"> <li>6. Two (2) sets of plans.</li> <li>7. Location of drains and the direction of drainage/water flow from back yard.</li> <li>8. Signed copy of Conditions of Approval and Disclaimer attachment. (Exhibit A)</li> <li>9. Signatures from adjacent and facing neighbors. (Exhibit B)</li> </ol> |
|--|---|

--- Architectural Committee Use Only ---
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED with Following Conditions <input type="checkbox"/> DISAPPROVED for Following Reasons
Comments/Conditions/Reasons:
Committee Signature:



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### EXHIBIT A CONDITIONS OF APPROVAL AND DISCLAIMER

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition (s), or improvement(s).

During the approval process, the Association may require that its architect, landscape consultant, attorney, contractor, etc., review the proposed plans. SUCH REVIEW(S) ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTNESS OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association owned land and/or Association maintained property.

The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association prior to the actual implementation of the proposed plans.

PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION DOES NOT CHANGE OR ABROGATE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENTAL REGULATIONS.

#### Signature

Dated:

Accepted by (*Applicant's Printed Name*):

Accepted by (*Applicant's Signature*):



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### EXHIBIT B FACING AND ADJACENT NEIGHBOR STATEMENT

Homeowner Information	
Homeowner First Name:	Homeowner Last Name:
Property Address:	Phone #:

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 neighbors 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.

Neighborhood Map		
C	D	E
A	Your Home	B
Your Street		
F	G	H

Neighbor A	
Printed Name:	Address:
Comments:	
Acknowledging Signature:	



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EXHIBIT B (cont.)

**Neighbor B**

Printed Name:	Address:
Comments:	
Acknowledging Signature:	

**Neighbor C**

Printed Name:	Address:
Comments:	
Acknowledging Signature:	

**Neighbor D**

Printed Name:	Address:
Comments:	
Acknowledging Signature:	

**Neighbor E**

Printed Name:	Address:
Comments:	
Acknowledging Signature:	

**Neighbor F**

Printed Name:	Address:
Comments:	
Acknowledging Signature:	



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EXHIBIT B (cont.)

**Neighbor G**

Printed Name:	Address:
Comments:	
Acknowledging Signature:	

**Neighbor H**

Printed Name:	Address:
Comments:	
Acknowledging Signature:	



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### EXHIBIT C NOTICE OF COMPLETION

Notice is hereby given that the undersigned is the Owner of the following property:

Property Address			
Address:	City:	State:	Zip Code:

The work of improvement on the described property was COMPLETED on: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, in accordance with the Architectural Review Committee's written approval through the above owner's plans and submitted package.

--- Architectural Committee Use Only ---
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED with Following Conditions <input type="checkbox"/> DISAPPROVED for Following Reasons
Comments/Conditions/Reasons:
Committee Signature:

UPON COMPLETION OF IMPROVEMENTS MAIL TO:

Moncado Springs Homeowners Association  
c/o Avalon Management Group  
3618 Ocean Ranch Blvd  
Oceanside, CA 92056