

Mountain View Architectural Submittals



The Architectural Review Committee (ARC) reminds Homeowners that all improvements to the front and/or rear of the home are required to be reviewed and approved by the ARC prior to commencement of work. This includes, but is not limited to, screen doors, front doors, patio covers, pools, trees, etc. A \$95 Application Fee is required for each Home Improvement Form submitted.

Although the CC&R's (ARTICLE V, 5.3.1 at page 31) give the Homeowner the ability to repaint their home or fence "in the identical colors it was last painted", without ARC approval, so that both the ARC, Management (FirstService Residential "FSR") and your neighbors have an assurance that the home is being painted in the colors as last painted, the ARC and FSR request that each Homeowner:

- If you are painting/staining your fence with an approved fence color ARC asks you to complete a Home Improvement Form with Exhibit 1. ARC will keep a copy of Exhibit 1 for Homeowner's records.
- If you are painting your home with the original colors, ARC asks you to review the paint colors designed for your model and elevation with an ARC member. ARC has the ability to find the original colors for your property provided by the builder, using your address. This will give the Homeowner the model, elevation and color scheme, and provide the Homeowner with paint colors and numbers used by the builder. With this information in hand, complete a Home Improvement Form with Exhibit 2. ARC will keep a copy of Exhibit 2 for Homeowner's records.
- If you are contemplating changing the color scheme of your home, a Home Improvement Form with Exhibit 2 (House Painting) is required. Specific requirements to choose color scheme from another model and elevation scheme will need ARC approval. It is recommended that you meet with an ARC member to complete this form and Exhibit 2 as it requires research and approval of the color scheme you might choose. Homeowner then submits completed Home Improvement Form with Exhibit 2 (House Painting) as below.

Below is the ARC Home Improvement Form Submittal Process approved by the HOA Board.

1. Homeowner submits applications and a nonrefundable \$95 application fee to FSR (except for those exceptions above regarding painting your home the original color and painting your fence with an approved color). FSR enters the information into their system (to track the up to 45-day review turn around).
2. FSR reviews the application to ensure it is complete. Incomplete applications will be returned to the Homeowner. A copy of the complete application will be sent to the ARC (usually a 1-2 day turnaround). To

save time, the Homeowner is encouraged to ask an ARC member to review the application before it is submitted to FSR.

3. ARC will visit the site and review the application at its next monthly meeting and approve or deny the application. Homeowner may be asked for clarification or more information.
4. ARC will return the application to FSR, who will send a copy of the application and a decision letter to the Homeowner.
5. FSR will track the time (6 months -180 days) allowed to the Homeowner to complete the approved project. Once the work is completed, Homeowner has 2 months (60-days) to submit the Notice of Completion (NOC) to FSR.
6. The Chairperson of the ARC will have the authority to approve emergency applications before sending to FSR. (Emergency might be garage door damage, broken windows, damage to home from wind or trees, etc.) All color, style, model, elevation etc., requirements must still be met.

If modifications are made before a project is approved, a “Cease and Desist” letter will be sent to the Homeowner allowing a seven (7) day grace period to submit an application to FSR for approval. Failure to submit an application will result in an Enforcement Hearing with the Board of Directors and a fine in the amount of \$250.00. It is also possible that the Homeowner will be required to remove all unapproved modifications at the Homeowners expense. Failure to submit the Notice of Completion may also result in a Board Hearing and a fine.

Please contact FSR for an ARC Home Improvement Form and any additional information at 951-973-7522. You can also download the ARC Home Improvement Form from our web-site at: www.MountainViewHOA.org or pick one up at the Clubhouse Library.

As always, if you have any questions please give our Community Manager, Amy Dankel, at FirstService Residential, or the ARC Chair, a call or e-mail.

We appreciate your community spirit!

Dated: February 14, 2012
Updated: October 23, 2017
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