

Exhibit A

SERRANO AT GLENROSE RANCH HOMEOWNERS ASSOCIATION- P366
Property Improvement Form

Today's Date: _____ Property address: _____

Owner/Applicant's Name: _____

Mailing Address (if different than property address): _____

Daytime Phone: _____ Evening Phone: _____

Type of work (Please check appropriate items):

Architectural

Landscape

Equipment

- | | | |
|--|--|---|
| <input type="checkbox"/> Deck | <input type="checkbox"/> Landscape/Hardscape (circle one) | <input type="checkbox"/> Play Equipment |
| <input type="checkbox"/> Gazebo | <input type="checkbox"/> Removal of Exist <input type="checkbox"/> New Install | <input type="checkbox"/> Pool & Equipment |
| <input type="checkbox"/> Room Addition | <input type="checkbox"/> Front <input type="checkbox"/> Rear <input type="checkbox"/> Side | <input type="checkbox"/> Spa & Equipment |
| <input type="checkbox"/> Patio Cover(s) | <input type="checkbox"/> Irrigation / Drains (circle one) | <input type="checkbox"/> Water Feature |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Fence(s) / Wall(s) / Gate(s) (circle one) | <input type="checkbox"/> Barbeque/Counter |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Front <input type="checkbox"/> Side | <input type="checkbox"/> Fire Pit |
| <input type="checkbox"/> Garage Door | <input type="checkbox"/> Rear <input type="checkbox"/> Retaining | <input type="checkbox"/> Lighting |
| <input type="checkbox"/> Outdoor Fireplace | <input type="checkbox"/> Extension | <input type="checkbox"/> Satellite Dish |
| <input type="checkbox"/> Other: _____ | | <input type="checkbox"/> Other: _____ |

Each submittal requires three (3) sets of plans and specifications, including elevations and cross-sections as needed to describe the project. If plans have been revised, three (3) new sets are required for resubmittal.

Review Fee \$150

Deposit* \$150

*Deposits left unclaimed for a period of more than five (5) years will be forfeited by depositing homeowner. Include the submittal date and the property address on each sheet. Please fold to 8½ x 11 inches.

Owner's Signature

**OWNER'S SIGNATURE ABOVE SIGNIFIES ACCEPTANCE AND UNDERSTANDING
OF THE GUIDELINES, CC&R'S AND EACH EXHIBIT ATTACHED HERETO.**

DATE: _____

PROPERTY ADDRESS: _____

Do not write below this line

- **Disapproved as presented (List Reasons/Specific Guidelines Not Met)**

- **Approved as presented**
- **Approved as revised/Conditional Approval:**

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

General Conditions and Disclaimers:

1. Committee approval does not waive or constitute or reflect compliance with any federal, state, or local law, ordinance, or code. Approval by the Committee does not relieve or satisfy an Owner's obligation to comply with all government laws and regulations affecting use of premises, subject to any approved plans. Approval by the Committee does not constitute approval by the city or county; and approval by the city or county does not constitute approval by the Committee.
2. Committee approval does not constitute acceptance of any technical or engineering specifications; and the Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. Approval by the Committee does not warrant structural safety, conformance with building codes or other applicable governmental requirements. The Committee reviews for aesthetic purposes only.
3. Any oversight of a provision of the governing documents, or a provision of the Guidelines/Standards, does not waive the rule. Corrections may be required. Only improvements depicted on the plans can be reviewed by the Committee. The Owner is responsible to ensure all improvements are depicted on the plans submitted. Any improvements not depicted on the plans are not approved. Any change(s) to approved plans shall be deemed unapproved until resubmitted and approved. Approval of plans and specifications shall apply only to the property for which approval is granted and is not authorization to proceed with Improvements on any property other than the property reviewed by the Committee and owned by the Applicant.
4. The use of a neighbor's yard for construction access is not permitted unless the neighbor has given written consent that includes a description of the access area. Access or storage of equipment used during the course of construction must be through the homeowner's property only. Property owned and/or maintained by the Association shall not be used for construction access or storage, unless Owner obtains prior written authorization from Association, the Owner agrees in writing to indemnify Association for damage to property owned and/or maintained by Association which is damaged as a result of an Owner's project, and Owner posts a construction deposit for restoration of damage to property owned and/or maintained by Association.
5. Owner is financially responsible for any repairs and/or replacement to property owned and/or maintained by Association which is damaged as a result of an Owner's project.

DATE: _____

PROPERTY ADDRESS: _____

6. Building materials may not be stored on streets, sidewalks, or on property owned and/or maintained by the Association. Streets may not be obstructed by construction equipment. All rubbish, debris and unsightly material or objects of any kind shall be regularly removed from the property and shall not allowed to accumulate thereon.
7. The property owner is financially responsible for any repairs to property owned and/or maintained by the Association damaged by a property owner's project.
8. Approval of plans and specifications is not authorization to proceed with Improvements on any property other than the property reviewed by the Committee and owned by the Applicant.
9. Approval of plans and specifications is not authorization to revise the original drainage system installed by the Builder and approved by the City.
10. Applicant understands and agrees that Applicant must comply with all of the provisions of the Guidelines/Standards.
11. All of the provisions of the Guidelines/Standards (including, but not limited to, the Conditions of Approval) are the provisions of the governing documents regarding Design/Architectural Review; and are incorporated herein by this reference. The applicant has read and understands all provisions and agrees to comply therewith. Approval of plans is subject to and does not constitute a waiver of the terms and provisions of the Association's Declaration, Supplemental Declaration, Guidelines/Standards, Rules and Regulations or other Operative/Governing Documents. Any violation of the Governing Documents must be corrected upon notice of violation.
12. In the event that the City and/or County requires modifications to the plans and specifications previously approved by the Committee, the Owner shall submit to the Committee all modifications to the plans. The Committee shall have the right to review and impose further conditions on such modifications which are not inconsistent with the requirements imposed by the City and/or County. The Committee shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County. The Committee shall have the right to impose conditions of approval of proposed Improvements which are more restrictive than conditions as may be imposed by the City and/or County.
13. Failure to comply with and satisfy all procedural requirements for an application may void approval.

**SERRANO AT GLENROSE RANCH
HOMEOWNERS ASSOCIATION**

REQUIRED WITH PAINTING APPLICATION

*Indicate the name and number of the paint color in
the appropriate boxes.*

DATE: _____

PROPERTY ADDRESS: _____

Chimney color: _____

Chimney cap color: _____

Stucco pop out color: _____

Main body stucco color: _____

Wood trim/Fascia color: _____

Gutter Color: _____

Downspout Color: _____

Patio color: _____

Decorative Wrought Iron: _____

Stucco hardscape color: _____

Front door color: _____

Shutter color: _____

Garage door trim color: _____

Garage door color: _____

Exhibit B

SERRANO AT GLENROSE RANCH HOMEOWNERS ASSOCIATION
Notice of Completion Form

Today's Date: _____ Property address: _____

Owner's Name: _____

Mailing Address (if different than property address): _____

Daytime Phone: _____ Evening Phone: _____

ATTACH PHOTOGRAPHS OF ALL ANGLES OF IMPROVEMENTS, INCLUDING BOTH
FRONT, SIDE AND REAR YARD, IF APPLICABLE.

MAIL TO:
SERRANO AT GLENROSE RANCH HOMEOWNERS ASSOCIATION
c/o Keystone Pacific Property Management
16775 Von Karman Avenue, Suite 100
Irvine, California 92606-2600

E-MAIL TO:
architectural@keystonepacific.com

Do not write below this line

- ☐ **Disapproved as presented**
-

- ☐ **Approved as presented**
 - ☐ **Approved as revised:**
-

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

Exhibit C1

SERRANO AT GLENROSE RANCH HOMEOWNERS ASSOCIATION
Variance Request Form
FEE \$100

Today's Date: _____ Property address: _____

Owner/Applicant's Name: _____

Mailing Address (if different than property address): _____

Daytime Phone: _____ Evening Phone: _____

Description of Request (Please include drawings, photographs and a description of your special circumstance for the Board's review):

Do not write below this line

- ☐ **Disapproved as presented**
- ☐ **Approved as presented**
- ☐ **Approved as revised:**

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

Committee Signature _____ **Date** _____

Exhibit C2

SERRANO AT GLENROSE RANCH HOMEOWNERS ASSOCIATION
APPLICATION FOR APPEAL OF ARCHITECTURAL DENIAL
FEE \$100

The undersigned Owner, by completion of this form, hereby requests that the Association's Board of Directors reconsider the denial of certain Architectural improvements by the Committee, as described below.

1. **Owner's Name:** _____

2. **Property Address:** _____

3. **Summary of Prior Architectural Submittals:**

(a) Date of Original Submittal: _____

(b) Total Number of Submittals: _____

(c) Date of Submittal Being Appealed: _____

(d) Date of Denial by Committee: _____

4. **Copies of Application Information:**

I have included copies of all of the following for the denial that is being appealed:

☐ Copy of original Architectural application;

☐ Copy of Committee denial;

☐ Copy of most recent Architectural plans;

☐ Letter explaining in detail the portion of the Committee denial that you are appealing and explaining the reasons for reversal of the decision. (Please understand that the Board of Directors needs to understand specifically those improvements that the requesting member wishes the Board to reconsider and approve.)

Dated: _____

SIGNATURE OF OWNER(S)

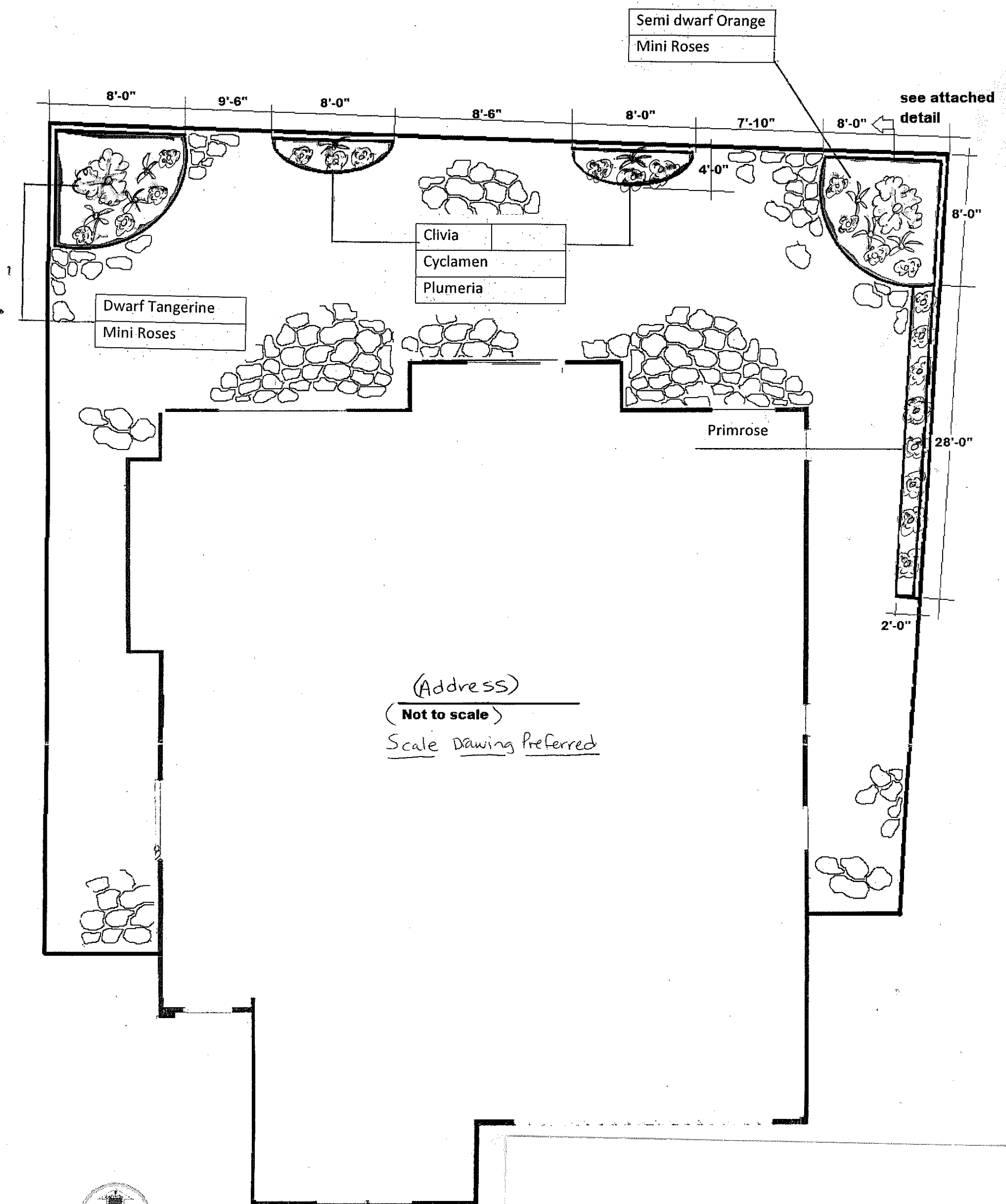
Do not write below this line

- **Disapproved as presented**
- **Approved as presented**
- **Approved as revised:**

Board Signature _____ Date _____

Board Signature _____ Date _____

Board Signature _____ Date _____



Quantity	Size	Botanical Name
15	2.5 Qt	Primrose
1	3.4 Gal	Semi dwarf Orange
1	3.4 Gal	Dwarf Tangerine
8	2.5	Mini Roses
2	750 ml	Clivia
2	1 Gal	Cyclamen
2	1 Gal	Plumeria

Exhibit E

KEYSTONE PACIFIC PROPERTY MANAGEMENT, INC. **ARCHITECTURAL APPLICATION PROCESSING DESK**

PURPOSE: (1) To take receipt of applications and plans, log them into the system and send them to the appropriate Committee for review. (2) To answer the following questions from Owners: What to submit, how many copies are needed and if fees are required. (3) To log and return reviewed applications and plans back to Owners.

SETS OF PLANS REQUIRED: Refer to Guidelines/Application

ARCHITECTURAL APPLICATIONS/GUIDELINES:

1. Architectural Applications may be distributed to and or received from contractors; however applications must be completed and signed by Owners.
2. When Architectural Applications are requested, the Owner will be sent a copy of the application. Architectural Standards/Guidelines will only be sent upon request.
3. All plans will be accepted via mail or may be dropped off at the front desk. If mailed, all deadlines for approval will run from the date that the plans and any applicable fees/deposits are received.
4. All applications and plans are processed through the Architectural Desk.
5. It is each owner's responsibility to obtain a receipt at the time plans are delivered.
6. Any submittal missing the correct number of plans, the review fee/deposit or the application itself is considered incomplete, and will be sent back to the Owner. The Architectural Desk will make every effort to ensure that a submittal is ready for the Committee, but cannot guarantee that an application will not later be rejected by the Committee as incomplete. One copy of every application and submitted set of plans will be kept for the Association's file.
7. It is each Owner's responsibility to specifically call out all improvements that the Owner seeks to gain approval for. Improvements that are omitted cannot be approved. Improvements that are not described with specificity may result in later disputes and potentially the removal or relocation of the ambiguous improvement. Thus it is in the best interest of all Owners to ensure a thorough and detailed preparation of any architectural plans submitted for approval.
8. It is each Owner's responsibility to accurately depict all property lines and easements associated with their property. The Association's Committee does not have the authority to authorize construction upon common area or on easements.
9. Applicant should rely solely upon written responses to any application and should not rely upon any oral representations or opinions expressed by the Board, management personnel or Committee members.

REVIEW FEES AND/OR DEPOSITS:

1. All checks submitted for review fees and/or deposits will be promptly processed.
2. Deposit checks will not be held. The purpose of a deposit is threefold. The first reason is to protect the Association against any damages, which could occur to the common area during construction. The second reason is to procure timely installation of approved architectural improvements. The third reason is to ensure compliance with the architectural process.

3. Any application submitted without a required review fee and/or deposit will be returned to the Owner as incomplete.
4. Refund checks for any deposits, if applicable will be issued upon receipt of Notice of Completion and verification by the Committee that work has been completed in accordance with approved plans.

NEIGHBOR AWARENESS STATEMENTS/SIGNATURES:

If required in your neighborhood, the following applies:

1. An application cannot be denied based on neighbor comments if it meets the guidelines of the Association. The neighbor awareness is a courtesy.
2. The Committee is responsible to insure all applicable neighbors are accounted for on the neighbor awareness form. Management will not verify neighbor awareness completion.
3. *Front Yard Improvements* – Neighbors to the right, left and front must sign the neighbor awareness form for all submitted front yard improvements. If more than one neighbor directly faces a home, then both must sign a neighbor awareness form.
4. *Rear Yard Improvements* - Neighbors to the right, left and rear of the home must sign the neighbor awareness form for all submitted rear yard improvements. Generally speaking, all neighbors that are adjacent to or which are facing the rear yard perimeter wall must sign a neighbor awareness form.
5. If a neighbor is unwilling to sign the form or if they are difficult to contact, the Owner should mail a copy of the application to the neighbor by certified mail with a letter that advises the neighbor that they may review their plans if they would like. Their letter should set forth a reasonable deadline for the neighbor to respond by and let the neighbor know to contact management via written correspondence with any concerns they may have. The Owner does not need to send a copy of their actual plans, but need only advise the neighbor that they are able to review them. The Owner may send a copy of the certified return receipt with their Application, or, if they receive the certified mail back unopened/undeliverable, they should attach the original. Also, the Owner should attach a copy of the letter sent to the neighbor.
6. If the Owner has a neighbor who hasn't moved in yet, the home is vacant, or they are on a corner lot, they must indicate this on their neighbor awareness form and note the address.

STATUS OF REVIEW BY THE COMMITTEE:

1. All correspondence relating to Applications (approval, denial, incomplete) will be sent to Owners ONLY.
2. All calls requesting status of review will be returned to Owners only. Contractors may not call for status.
3. Owners are encouraged to wait for their application by mail. Once the Architectural Desk receives information from a committee, it is processed and mailed back to the Owner. If you wish to have a phone call when the committee returns your information to management, please note this on your application.
4. Applications are processed as they are received. Rush orders can be requested; however it is up to the Committee to prioritize their workload. Keystone Pacific is simply responsible for processing applications, but it has no control over expediting rush requests.

5. If you receive your application back indicating that there is missing information, please review the notes or explanation letter and address each item that the Committee and/or management has noted.
6. Once you make any necessary changes or additions, you must resubmit the number of plans required by the Guidelines with your application again. A typical architectural modification may require three (3) or more sets of plans.
7. Keystone Pacific is not permitted to give out phone numbers or names of Committee members. Please understand that Committee members are volunteers, and they often face significant workloads.
8. Questions relating to what the Committee is asking for should be first directed to your professional advisor/architect. Secondly, questions may be submitted in writing to the Architectural Desk, who will forward them onto the Committee. Management will not answer questions or attempt to interpret Committee requirements.

NOTICE OF COMPLETIONS:

1. Once an Applicant submits their Notice of Completion, the Architectural Desk will pull the file and send it to the Committee for review.
2. When the Notice of Completion is approved, the Architectural Desk will pull the original copy of the deposit check and turn it into Accounts Payable to process for a refund with the Association's monthly check run. A copy of the approved Notice of Completion will also be attached to the information turned into Accounts Payable, which will be returned to the Owner with their refund.
3. If a Owner insists that their deposit be returned prior to the regular monthly check run, \$25.00 will be taken out of their deposit as a fee. Even in the event of a rush, there may be at least a one to two week turn around time in order to obtain the two necessary signatures from the Board. Management may not have the authority to sign refund checks.
4. If a Notice of Completion is not approved, a copy will be returned to the Applicant and the manager will be given a copy. The Owner is responsible for making any necessary changes and resubmitting the Notice of Completion for review until it is finalized and approved.

PAINTING:

1. Unless the Association has paint color codes adopted as part of the Guidelines, management does not have this information. Any painting of the exterior of a home, even if it is intended that the same color is being applied, requires that the architectural application process be followed. Each Applicant is responsible for ensuring that the paint actually used matches the color that is approved. The Owner is responsible to insure that the paint color does not give off hues of different colors in different light. If the Association does have written color codes as a policy, the information shall be sent to Owners in writing, via e-mail, fax or regular mail. Managers are not permitted to give this information out over the phone, as the room for error is too great.
2. The Architectural Desk and managers are not responsible for answering questions specifically related to interpreting what is found in the Guidelines, pertaining to what hours contractors may work, or pertaining to what improvements are likely to be approved, allowed or not allowed.