

TO: All Ridgeview Rancho California Homeowners

FROM: Community Manager

REF: Summary of Architectural Control Procedures

Dear Association Member:

California Civil Code requires the Association publish a notice annually that describes the Association's architectural change requirements. This brief summary of architectural control procedures serves as a reminder to all community members to refer to the CC&Rs and the Association's Architectural Control Committee Guidelines for specific information with respect to process and criteria of changes that require submittal of an Architectural Approval Application. If you have questions about the guidelines or requirements for the type of improvement being considered, please contact Action Property Management Inc. at (800) 400-2284 *before* you start work.

A. General Requirement: Most exterior additions and changes require prior approval by the Architectural Control Committee. Refer to the CC&Rs and the Architectural Control Committee Guidelines for specific information related to the change being considered. These documents may be found on the Action Property Management web site at <https://resident.actionlife.com/Document>. Changes requiring approval shall have applications submitted to the Architectural Control Committee and approved in writing prior to start of work. (CC&Rs Article X, Section 2).

B. Submission Procedures: An Owner's application shall be submitted only on the Association's Architectural Approval Application. The completed application, plans and specifications, and the completed Neighbor Owner Advisement form shall be submitted only to the Association's management agent, Action Property Management, Inc., and not to any Association Officer, Director, or Committee member. Applications should be submitted at least thirty days prior to the start of work to allow for review and processing time. For more complex changes, it is recommended that applications be submitted well in advance to avoid any potential impacts to project timeline. The Architectural Control Committee will respond to applications as soon as possible, but is allowed up to thirty days to respond. Applications may be submitted by postal mail or email. If mailing, send two copies of completed application, and any necessary drawings, specifications and color samples to:

Ridgeview Architectural Control Committee  
C/O Action Property Management, Inc.  
1250 Corona Pointe Court, Suite 404  
Corona, CA 92879

If submitting by email, Applications may be submitted to the HOA property management company points of contact, Diana Winn, [dwinn@actionlife.com](mailto:dwinn@actionlife.com), and Valerie Raboin, [vraboin@actionlife.com](mailto:vraboin@actionlife.com).

C. Plan Requirements: The plans and specifications shall show the type, shape, size, dimensions, colors, materials, and location of the proposed improvements or alterations. The Architectural Control Committee may request additional information deemed necessary for its review, including without limitation, floor plans, site plans, drainage plans, elevation drawings, and description, samples or photos of materials or colors. Until the Committee receives all required information, the application is not deemed complete, the Committee may postpone review of the application, and the thirty day period within which the Committee must notify the applicant of its decision does not commence. (CC&Rs Article X, Section 2).

D. Approval Criteria: Approval shall be based, among other things, on adequate information provided in the application such as site dimensions; design and material; conformity, harmony and aesthetics of design with neighboring structures; effect of location and use of improvements on neighboring properties; and conformity of the plans and specifications to the purpose and general plan and intent of the CC&Rs and the Architectural Control Committee Guidelines. The Architectural Control Committee does not review applications to ensure compliance with building codes, or other local or state laws. The homeowner submitting plans shall have the duty to obtain any necessary building permits from governmental agencies involved to ensure compliance with these codes. Any violations of these ordinances will be the responsibility of the homeowner to correct. (CC&Rs Article X, Section 7).

E. Decision Timing: If the Architectural Control Committee (or its designated representatives) fails to notify the applicant of the Committee's decision to approve or disapprove a complete submission of plans and specification within thirty days after submittal to the Committee, it shall be conclusively presumed that the Committee has approved such plans and specification. No purported oral or verbal approval of the Committee shall be permitted or effective, and any approval, to be binding upon the Committee and the Association, must be in writing. (CC&Rs Article X, Section 2).

F. Disapproval/Request for Reconsideration: If plans and specifications submitted to the Architectural Control Committee are disapproved, the applicant shall be advised in writing of the reason(s) for the denial and of the applicant's ability to request reconsideration by the Board of Directors. The applicant may submit a request to the Board of Directors to reconsider the Committee's denial at an open meeting, or the applicant may request the matter to be heard in an executive session meeting of the Board of Directors. The request for reconsideration shall be in writing, shall be addressed to the Board of Directors of the Association, shall be delivered to the Association's managing agent, Action Property Management, Inc., and must be received by the Association's managing agent not more than thirty days following delivery to the applicant of the Architectural Control Committee's notice of disapproval. The term "delivery" as used herein is defined in Civil Code Section 4040. (CC&Rs Article X, Section 10).

G. Board Decision on Request for Reconsideration: Notice of the date, time, and location of the Board of Directors meeting at which the applicant's request for reconsideration shall be heard shall be delivered to the applicant at least ten days prior to the meeting. The Board of Directors shall render its written decision on the request for reconsideration within forty-five days following the Association's managing agent's receipt of the request for reconsideration. The failure of the Board to render a decision within this forty-five day period shall be deemed a decision in favor of the appellant. The Board of Directors shall uphold the Architectural Control Committee's disapproval if the Board of Directors determines that the Committee acted within its authority under the Declaration and the Architectural Control Committee Guidelines and otherwise acted in a manner the Board believes to be in the best interests of the community. (CC&Rs Article X, Section 10).