

# FORSTER RANCH MASTER ASSOCIATION I

## ARCHITECTURAL APPLICATION

June 15, 2008



Name: \_\_\_\_\_ Application #: \_\_\_\_\_

Date Received: \_\_\_\_\_ Notification Date: \_\_\_\_\_

# Forster Ranch Master Association I (FRMAI)

## ARCHITECTURAL APPLICATION

To clarify Section 5.4 (Page 22) of your CC&Rs, all improvements will need to be approved by the Architectural Committee, in writing and will be studied on an individual basis. All submittals made to the Committee must be in writing. The Committee as a whole will review all plans and submissions. In certain circumstances, it may be necessary for the Committee to inspect the site. Submittals must be legible and must include all required information for the Architectural Committee to determine adherence to the CC&R's, Rules and Regulations, and Architectural Guidelines. The Architectural Committee normally meets on the 3rd Tuesday of each month. All applications must be received by the Management Company seven (7) days prior to the Committee meeting date to be considered. Applications received after that time will be reviewed at the next scheduled meeting.

- NOTE: The owner/contractor shall not start any work without first receiving written approval from the Architectural Committee. Additionally, the owner shall provide the Association with proof of adequate liability insurance for the contractor or owner/builder.
- All walls are approved for aesthetic values ONLY. Specific drainage and foundation requirements will need to conform to the current standards of the City of San Clemente and any applicable engineering design standards. Approval does not constitute FRMAI accepting any liability for future wall performance.

**\*\*WORK IS NOT TO BEGIN WITHOUT PRIOR APPROVAL FROM THE ARCHITECTURAL COMMITTEE\*\***

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Owner(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date of Submittal: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated Duration of Construction Project (In Weeks): \_\_\_\_\_

Telephone: \_\_\_\_\_ Home  
 \_\_\_\_\_ Work  
 \_\_\_\_\_ Fax  
 \_\_\_\_\_ Cell

E-Mail: \_\_\_\_\_

PROJECT DESCRIPTION SUMMARY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMISSION REQUIREMENTS**

1. **Application:** Submit one (1) properly-completed copy of the application. Fill in all fields - use N/A if not applicable to your project. The original will be retained by the management company. Special instructions:
  - Neighbor Awareness Form: Obtain signatures from neighbors in front, each side, and the rear of your property. This form must include a **full project description** clearly stating proposed improvements.
    - If a setback variance is requested, a **separate letter** notifying the affected neighbor(s) must also be included with the application.
2. **Photographs:** One complete set of color photographs (distant and close-up views) of the existing residence. Photos will be retained with the application by the management company.
3. **Plans and Specifications:** Plans must include your name, address, phone number, tract, and lot number. If submitting plans, three (3) copies must accompany the completed architectural application. Complete set of drawings must include plot plan, site/grading plan, elevations, and materials to be used. Dimensions from Property Lines must be shown. One (1) copy of your plans will be retained by the management company.
4. **Brochures:** Color brochures are required for window and door replacement, paving stone installation, skylight installation, re-roof, etc. If you are unsure if you should provide this for your project, contact the management company.
5. **Painting:** Color photographs of the area requested to be painted. Label each photo (for example, trim color, stucco color, garage doors, accent color, fencing color) and include any freestanding or retaining walls around your home to be painted. Also attach paint color swatches to the application.
6. **New Construction:** Include the following complete set of plans with your application:
  - Plot Plan
  - Floor Plans
  - Site/Grading Plans
  - Color Board (including roof material)
  - Building Elevations
  - Landscape/Hardscape Plan
7. **Fee:** No fee is required upon submittal of an application when plans are submitted prior to the commencement of contemplated improvement. **However, a \$50.00 (non-refundable) fee is required for submittal of previously initiated or completed unauthorized improvements.**
8. **Submit application to:** Forster Ranch Master Association I  
c/o Seabreeze Management Company, Inc.  
39 Argonaut Suite 100  
Aliso Viejo, CA 92656  
Telephone: (949) 855-1800 Fax: (949) 855-6678
9. **Approval:** The Architectural Committee's decision will be transmitted to the applicant within thirty (30) days of properly-completed application receipt. Upon Committee approval, owners may need to secure a building permit approval, as may be required by the City of San Clemente.

## OWNER AGREEMENT

Owner(s) hereby agree to all the terms, conditions, and policies as stated below:

**Policy Compliance:** Owner(s) agree to require all contractors employed during the residence addition/improvement to abide by all the policies established by the Architectural Committee and the City, including but not limited to access, hours of work (Mon-Fri 8am-6pm; Sat 8am-5pm), noise, cleanup, etc. It is also understood and agreed that contractors will not be allowed to work on Sundays or Federal Holidays.

**Permit Requirement:** Upon plan approval by the Committee, owner(s) agree to secure a building permit approval, as may be required by the City of San Clemente.

**Work Completion:** The improvements you have submitted to FRMAI must be completed within six (6) months from the approval date. If additional time is needed to complete approved improvements, you will be required to come to a hearing and may have fines assessed to your account.

**Workmanship:** It is the obligation of the property owner to assure that all work performed shall be done in a good workmanship like manner equal to or better than the standards of workmanship applied to the original construction. If, in the opinion of the Architectural Committee, the workmanship performed has not been done in a good workmanship like manner, then the owner shall be responsible to make the necessary corrections within thirty (30) days from the date of notice. If these corrections are not made within thirty (30) days from the date of notice, then the improvements shall constitute an unapproved structure and the property owner shall be held in noncompliance with the Declarations of the Covenants, Conditions and Restrictions.

**Drainage:** Your home site was graded to drain in accordance with the County of Orange Building and Safety Department standards. When making home improvements or landscaping do not allow your contractor to change grades or drainage without professional advice. Demand guaranteed drainage from the contractor. Property owners must maintain proper drainage from common areas, prevent drainage onto common areas, and prevent drainage on to neighbors' property.

**Building and Safety Regulations:** Approval of plans by the Architectural Committee does not relieve you (the property owner) of complete adherence to all the codes and regulations of the City of San Clemente or other governing agencies as well as appropriate utility companies. Please note that items which will require approval of the building department are as follows, but not limited to: Room additions, patio covers (footing for supports should be inspected prior to pouring slab); retaining walls with grade differential of 18 inches or more; swimming pools and equipment; sprinkler systems; alterations in plumbing, heating and electrical; and air conditioners.

**Damage due to Construction:** If any existing public improvements or utilities are damaged or destroyed during any phase of construction to which these approved plans apply, the property owner shall, at his own expense, replace and/or repair such damage subject to the final approval of the appropriate governing agencies and/or utilities.

**Encroachment:** Approval of this architectural application in no way authorizes encroachment into the Association common areas. The Association is not responsible for verifying that the proposed improvements do or do not constitute an encroachment.

### SIGNATURE OF OWNER (S)

The aforementioned is true and correct. All provisions of the FRMAI Declaration of CC&R's, Rules and Regulations, Architectural Guidelines, and Supplementary Guidelines and Procedures adopted by FRMAI shall receive the property owner's compliance, whether herein specified or not.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## FORSTER RANCH MASTER ASSOCIATION I TRACT IDENTIFICATION CHART

**Check** the box for the tract you live in and **circle** the tract and **circle** the street.

**TOCAYO HILLS**

**Tracts:** 10417, 11957, 11958, 11959  
**Streets:** Bello Panorama, Arbolado, Carretera  
Calle Heraldo, Penasco, Charco, Campo Raso  
Via Blanco, Acantilado, Novilunio

**MEADOWOOD**

**Tract:** 11983  
**Streets:** Las Posas, Pavoreal, Calle Emelia

**RIMROCK**

**Tracts:** 11415, 11880  
**Streets:** Domador, Arreos, Hierro, Bonanza,  
Cercado, Ganado, Estancia, Caballista del Sur

**TOCAYO CANYON**

**Tract:** 11781  
**Streets:** Felipe, Rosalinda, Geraldo, Annabelle,  
Enrique

**ESTATES**

**Tract:** 11781  
**Streets:** Portico del Norte, Eminencia del Norte / Sur

**NAPLES**

**Tract:** 15558  
**Streets:** Avenida Fortuna, Calle Prospero

**GLENRIDGE**

**Tracts:** 10765, 10766  
**Streets:** Calle Heraldo, Arroyo, Panadero,  
Otero, Caminante

**CASABLANCA**

**Tract:** 11987  
**Streets:** Domador

**RIMROCK**

**Tracts:** 11931, 11932  
**Streets:** Estampida, Novilla, Estancia, Obrajero,  
Bonanza, Rebano, Jinete, Alforja, Caballista  
del Norte, Caballista del Sur

**TOCAYO RIDGE**

**Tracts:** 11867, 11868  
**Streets:** Sombreado, Altura, Aldeano, Inclinado  
Estampida, Cadena, Ensenada, Afloramiento

**VERA CRUZ**

**Tracts:** 11939, 11940  
**Streets:** Riachuelo, Llano, Cerca

**ALISAL**

**Tract:** 15706  
**Streets:** Calles Mandarina, Domingo, Carmelita  
Vecino

**FORSTER RANCH MASTER ASSOCIATION I  
NEIGHBOR AWARENESS FORM**

The intent of this form is to advise the neighbors who own property adjacent to your lot (property) of your proposed improvement. Neighbor awareness does not constitute agreement or approval. Owners should have neighbors sign this form and add their comments in the space provided below.

NOTE: Should you be unable to obtain your neighbor's (PROPERTY OWNERS) signature, you must advise them **in writing** by Certified Mail. Include a copy of your letter and certified mail receipt with this form as part of your completed Architectural Application. Also, if you are requesting a setback variance, each affected neighbor (PROPERTY OWNERS) **must also be notified in writing.**

DESCRIPTION OF IMPROVEMENT:

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The following shall be completed and signed by each neighbor (PROPERTY OWNERS) on both sides (2), and front and back neighbor (PROPERTY OWNERS), prior to submittal to the City of San Clemente for a permit.

I, PROPERTY OWNER	PROPERTY OWNER	PROPERTY OWNER	PROPERTY OWNER
_____	_____	_____	_____
(Print)	(Print)	(Print)	(Print)
_____	_____	_____	_____
(Signature)	(Signature)	(Signature)	(Signature)
_____	_____	_____	_____
(Address)	(Address)	(Address)	(Address)
_____	_____	_____	_____
(Home Phone)	(Home Phone)	(Home Phone)	(Home Phone)
_____	_____	_____	_____
(Date)	(Date)	(Date)	(Date)
_____	_____	_____	_____
(Tract/Lot)	(Tract/Lot)	(Tract/Lot)	(Tract/Lot)

am **fully** aware of the above-described residential property improvement(s) at my neighbor's property. Should I object to the proposed improvement(s), I will submit my objection in writing to:

Seabreeze Management • 39 Argonaut • Suite 100 • Aliso Viejo, CA 92673

**SIGNATURE OF OWNER(S)**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CHECK ITEMS OF WORK TO BE ACCOMPLISHED**

- New Construction (Minor Addition/Remodel)
  - New Construction (Major Addition/Remodel)
  - Landscape/Irrigation
  - Retaining Walls to 3'0"+ High to 6'0" High
  - Free Standing Walls 6'0" High or Less/Pilasters
  - Hardscape/Paving
  - Pool/Spa with Equipment
  - Other – Describe: \_\_\_\_\_
  - N/A
- 

**DESIGNER/ARCHITECT'S NAME:**

Name and Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BUILDER/CONTRACTOR'S NAME:**

Name and Company: \_\_\_\_\_ State License # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BUILDING/LOT INFORMATION:**

Lot Size: \_\_\_\_\_ X \_\_\_\_\_ Acres: \_\_\_\_\_ Square Feet: \_\_\_\_\_

New House Square Ft.: \_\_\_\_\_ Auxiliary Structure Sq.Ft.: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_  
(Living Area)

Existing House Square Ft.: \_\_\_\_\_ New Addition Square Ft.: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_

Total Area Covered by Structures: \_\_\_\_\_  
(Include Auxiliary Structures, pools, spas, porches, tennis courts, sports courts, etc.)

Number of Stories in Height: \_\_\_\_\_ Height at highest point (per height limit regulations) \_\_\_\_\_

**FENCING:**

Wrought Iron, Wood, and Masonry or: \_\_\_\_\_

Height: \_\_\_\_\_ Length: \_\_\_\_\_ Material: \_\_\_\_\_

Finish: Paint, Stain, Stucco Colors: \_\_\_\_\_

**BUILDING EXTERIOR COLORS (attach paint color swatches):**

Colors must be chosen from the approved standard paint palette – One (1) through Forty (40).

Paint Palette Number: \_\_\_\_\_

Paint Manufacturer: \_\_\_\_\_

**If you are requesting an exception to the approved paint palette, complete the fields below.**

Trim Color and Number: \_\_\_\_\_ Stucco Color and Number: \_\_\_\_\_

Wood Siding Color and Number: \_\_\_\_\_ Front Door color and Number: \_\_\_\_\_

Garage Door Color: \_\_\_\_\_ Roof Material (provide sample): \_\_\_\_\_

- New Home Construction must provide a color board (NO EXCEPTIONS)

**HARDSCAPE:** Walkways, Patios, Driveways and all hardscape - List Materials to be used.

Check the Appropriate Item:

- \_\_\_\_\_ Concrete Plain
- \_\_\_\_\_ Concrete with Broom Finish
- \_\_\_\_\_ Concrete with Aggregate Finish
- \_\_\_\_\_ Concrete Stamped
- \_\_\_\_\_ Concrete with Rock Salt Finish
- \_\_\_\_\_ Stone
- \_\_\_\_\_ Brick
- \_\_\_\_\_ Tile
- \_\_\_\_\_ Interlocking Paving Stones
- \_\_\_\_\_ Other: Describe: \_\_\_\_\_

Color and Finish: \_\_\_\_\_

**FORSTER RANCH MASTER ASSOCIATION I  
NOTICE OF COMPLETION**

Upon completion of your project approved by the Architectural Committee, please mail or fax this form to:

Seabreeze Management  
39 Argonaut Suite 100  
Aliso Viejo, CA 92656  
Fax: (949) 855-6678

Please include color photographs of your completed project, and a copy of the final sign-off obtained from the City if permits were required to be pulled in order to construct your home improvement.

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_

DESCRIPTION OF IMPROVEMENT: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_



**FORSTER RANCH MASTER ASSOCIATION I  
ARCHITECTURAL APPLICATION COVER SHEET**

Application #: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date of Submittal: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PROJECT SUMMARY: \_\_\_\_\_

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**ARCHITECTURAL COMMITTEE REVIEW COMMENTS**

MEMBER SIGNATURE: \_\_\_\_\_ APPROVED: \_\_\_ DENIED: \_\_\_ DATE: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_ APPROVED: \_\_\_ DENIED: \_\_\_ DATE: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_ APPROVED: \_\_\_ DENIED: \_\_\_ DATE: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_ APPROVED: \_\_\_ DENIED: \_\_\_ DATE: \_\_\_\_\_

MEMBER SIGNATURE: \_\_\_\_\_ APPROVED: \_\_\_ DENIED: \_\_\_ DATE: \_\_\_\_\_

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