



**RANCHO GLENOAKS HOME
OWNERS ASSOCIATION**

**Architectural Review Committee
Property Development Package**

This is the RGO Home Owners Association Architectural Review Committee's (ARC) Property Development Package with an Application Form for submission to the ARC for review of all/any Development of, or Improvement to, Property located within the Rancho Glenoaks Home Owners Association.

This Package Contains:

- a. **ARC Step by Step Submission & Review Process**
- b. **ARC Policy and Procedures**
- c. **ARC Checklist**
- d. **ARC Property Development Application Form**

STEP BY STEP SUBMISSION PROCESS

**Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)**

A DOCUMENTED (WRITTEN) STEP-BY-STEP PROCESS FOR ACTIONS AND PAPER FLOW

This is for the ARC and property owner to use in order to process the request and get an answer back to the applicant within the time frames defined in the current CC&Rs. It also contains processes for extensions of time, resubmits, county required modifications and inspections.

SUBMISSION OF REQUESTS FOR ARC PROPERTY IMPROVEMENT REVIEW/APPROVAL

Any planned property development or improvement must be submitted to the ARC for review/approval prior to submitting the plans, specifications and documents to the county. This includes plans for installation or modification to utilities (phone, electric, propane, septic and water facilities), grading, buildings, and fencing, etc.

All ARC approval requests will be submitted in writing and responded to in writing by the ARC and BOD. No ARC request for property development or improvement shall be processed verbally. Property owners circumventing the ARC Approval Process will be subject to fines levied by the BOD per the RGO HOA Fines Policy and Procedures¹.

PROPERTY OWNER/ARC/BOD PROPERTY DEVELOPMENT/IMPROVEMENT APPLICATION, REVIEW AND APPROVAL PROCESS STEPS

1. Property owner requests an ARC Application/info package from Ralston Management.
2. Ralston Management provides property owner with information / Application Package which includes:
 - a. ARC Step by Step process
 - b. ARC Policy and Procedures
 - c. ARC Checklist
 - d. ARC Application Form
3. Property Owner fills out paperwork and submits the “Application for Development / Improvement of Property” along with one (1) set of development/improvement plans, specifications and documents for each step in application, to Ralston Management. ([See the following ARC Checklist and ARC Policy and Procedures before documentation is submitted](#)).
4. Ralston Management puts date stamp on submittal of application and plan(s) from property owner.
5. Ralston Management notifies the Board and ARC Committee Chairman that application package is ready for pickup.

¹ Fines Policy and Procedures published and distributed November 2001

STEP BY STEP SUBMISSION PROCESS

**Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)**

6. ARC Committee reviews each submitted document using the ARC Checklist/Guidelines. (I.e. approved, disapproved resubmit with additional info, modification, etc.)
7. The BOD and ARC Committee discuss the submitted document(s) using the ARC Checklist, Policy and Procedures, and CC&R's.
8. BOD returns package to ARC Lead.
9. ARC sends action/recommendation to Ralston Management.
10. Ralston Management notifies property owner via mail.
11. If there are changes to any of the plans/documents they shall be resubmitted to the ARC, through Ralston Management, for further ARC review.
12. If there are any changes required by the county to any of the plans/documents they shall be resubmitted to the ARC, through Ralston Management, for further review.

ARC APPROVAL PROCESS EXTENSIONS

The ARC shall approve or deny plans and specifications within thirty (30) days and forward their findings and recommendations to the RGO HOA BOD thirty (30) days from receipt of the "*Application for Development / Improvement of Property*", unless the ARC notifies the RGO HOA BOD and the owner within twenty (20) days, that an additional period of time, not to exceed thirty (30) days, is required for such approval or disapproval. In that case, the ARC may approve or deny such plans and specifications in the extended period of time. The plans and specifications not approved or denied within the time limits provided herein shall be deemed approved as submitted ([CC&Rs, Article IX: ACC, 9.03](#))

ARC INSPECTION PROCESS

After construction plans, specifications or other data has been approved or been deemed approved (the "Approved Plans"), any agent of the ARC may, after reasonable notice, enter upon the lot to inspect the progress of the improvement and determine if the construction is proceeding according to the Approved Plans. ([CC&Rs, Article IX ACC, 9.02](#))

If construction is proceeding contrary to the Approved Plans, then one (1) such action shall constitute a violation or breach of the CC&Rs, a notice of stop work violation or breach shall be forwarded by the ARC to the RGO HOA BOD for action. The property owner shall be notified in writing of the violation or breach within 15 days from the receipt of the ARC written notice to the BOD.

STEP BY STEP SUBMISSION PROCESS

**Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)**

If construction is not commenced in accordance with the Approved Plans within one hundred eighty (180) days of the date upon which the plans were approved or deemed approved, then the ARC may withdraw its approval of the plans and specifications, providing that there has been a change of circumstances so that the ARC would not have granted approval if the plans and specifications had been then submitted. The ARC shall forward a notification of “withdrawal of approval” to the BOD. The BOD shall notify the property owner in writing via certified mail within 15 days of ARC’s action.

PROPERTY OWNERS APPEAL PROCESS

Any property owner, in disagreement with the ARC recommendation(s) and RGO HOA BOD written determination may request, in writing, a hearing before the BOD, in which the property owner may plea his/her case and present rationale and evidence to support his/her position. The BOD shall hear all arguments and render a decision within forty-five (45) days in writing to the property owner disputing an ARC recommendation. The BOD reserves the right to request additional information from the ARC or the property owner, request expert witness testimony and seek legal counsel prior to rendering a final decision. Conflict resolution determinations by the BOD are final and not appealable.

HOA LIABILITY

Neither RGO HOA BOD, the members of the ARC or its representatives their successors or assigns, shall be liable for damages to anyone who has submitted plans to them for approval. See [CC&R paragraph 9.04](#) for the covenants, conditions, and restrictions on the liability of the BOD, ARC or its representatives.

CALL DIGALERT

It is a California One Call Law, Government Code 4216, that you call DIGALERT by dialing 811 or online at www.digalert.org before you dig or move dirt on your property or in the RGO HOA Easements. It is very important, for your protection that you call before you do any excavating. There is no charge for this service; it is paid for by the Utility Companies.

ARC POLICY AND PROCEDURES
Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)

In accordance with the [CC&Rs Article 2.06 and Article VI: Regulation of Improvements](#) an RGO HOA Board appointed Architectural Review Committee (ARC) member(s) will review property improvement plans using these Policy and Procedures and the ARC Checklist which have been adopted from the HOA documents governing ARC property improvement and development.

All property improvement plans/development including grading plans and changes to plans must be submitted to Ralston Management for ARC review and approval before any plans are submitted to the county (CC&R Article IX). Contact the HOA for further information.

ARC approval and reviews will be forwarded to the RGO HOA BOD before being sent to the property owner.

The ARC defines “Construction” as: beginning when the foundation of the main residence is dug, framed, concrete poured and the materials for the building of the house or other structure are delivered.

It is a California One Call Law, Government Code 4216, that you call DIGALERT by dialing 811 or online at www.digalert.org before you dig or move dirt on your property or in the RGO HOA Easements. It is very important, for your protection that you call before you do any excavating. There is no charge for this service; it is paid for by the Utility Companies.

1. **The property owner/developer should first get a package from Ralston Management containing:**
 - a. ARC Property Improvement Package
 - i. ARC Step by Step Process
 - ii. ARC Policy and Procedures
 - iii. ARC Check List
 - iv. ARC Form: “APPLICATION FOR DEVELOPMENT / IMPROVEMENT OF PROPERTY”
2. **Submit to ARC “Application For Development/Improvement of Property” for Approval**
 - a. All property improvement plan/development including grading plans, house plans and changes to plans must be submitted to Ralston management for ARC review. Any planned property development or improvement requiring a county permit must be submitted to the ARC for approval along with the “Application For Development/Improvement of Property” prior to submitting the plans, specifications and documents to the county. This includes plans/placement for installation or modification to utilities (phone, electric, propane, septic and water facilities), grading, buildings, and fencing.
 - b. All ARC approval requests will be submitted in writing and responded to in writing by the ARC after BOD review and approval.
 - c. No request to or responses from the ARC, for property development or improvement, shall be processed verbally. All verbal perceived approval is considered invalid as consent to proceed.
 - d. Refer to ARC checklist for required documentation.

ARC POLICY AND PROCEDURES
Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)

3. **Submission of plans:** A complete set of plans including a site plot plan, grading and house plans must be submitted to the ARC through Ralston Management for written ARC approval obtained, before submission to the county. Construction activity may not commence without first obtaining written ARC/BOD approval. Construction begins when the foundation of the main residence is dug, framed, concrete poured and the materials for the building of the house or other structure are delivered. All plans submitted to the HOA, become the property of the HOA.
- a. If the county changes grading, building or other plans, due to county conditions of approval requiring changes to the original plans, the property owner must resubmit these plans to the ARC for approval with notes regarding changes.
 - b. The ARC has 30 days, from the date of submission, for review of property improvement plans.
 - c. Failure to obtain written ARC approval prior to submitting plans to the county may require resubmission if the ARC requires changes.
 - d. Property owners circumventing the ARC Approval Process will be issued a stop work order and subject to fines levied by the BOD per the RGO HOA Fines Policy and Procedures Policy and Procedures. ([CC&R/Bylaws](#))
4. **Grading Plans and Surveying:**
- a. Property must be surveyed prior to any development.
 - i. Property corners should be marked and property lines marked, point on line (POL), every 50 feet.
 - ii. Surveying report must be submitted to the ARC prior to any grading.
 - b. Grading Plans, certified by a CA licensed soils engineer, must be submitted to the ARC for review and approval prior to submission to the county and the beginning of any grading. ([CC&R Article 6.04](#))
 - c. A copy of all county permits must be submitted to the ARC prior to the start of work.
 - d. Your property must be graded properly for drainage as shown in the Plot Plan.
 - e. BMPS shall be implemented by the property owner to mitigate storm water runoff pollution and prevent erosion on adjacent properties and the common easement (roads) areas.
 - f. Damage to roads or neighboring property from grading will be your responsibility.
 - g. The following grading shall be subject to HOA fines.
 - i. Grading out of scope of county permits and ARC approval.
 - ii. Grading or moving earth after county final inspection.
 - h. Enlarging the pad, moving dirt or grading after your pad and house has been accepted by the county, needs ARC and county pre-approval.
 - i. The property owner will be required to seed any scraped land to stop water/silt run off.
5. **Easements and Setbacks:**
- a. Common Area Use Easements
 - i. Road Frontage Easement & Right-Of-Way between Parcels: Road/utility easements in the HOA are 60 feet wide. For each parcel having road frontage the HOA/County has reserved² 30 feet of said property for utility (15 feet) and road (15 feet)

² Approved/recorded-Riverside County in 1982

ARC POLICY AND PROCEDURES
Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)

easements. This 30 foot dedicated easement establishes said parcel's right-of-way/utility easement property line.

- ii. Additional Reserved Easements³: The HOA has reserved and recorded with the county a 30-foot wide public utilities/equestrian trails easement that affects some, but not all parcels. This 30 foot dedicated easement establishes said parcel's reserved easement property line. Check with the ARC to see if your property has this reserved easement.

b. Setbacks.

- i. General. No structure of any kind or personal property shall be placed in any easement or placed on any lot closer to a property line, right-of-way/utility easement line, and/or the reserved easement line than set forth in [CC&R Articles 6.01 \(b\), \(c\), \(d\), and \(e\)](#) with the exception of underground pipelines, conduits, ditches, water lines and fences.
 - 1. Underground public utilities (electric, telephone & water) shall be located in the 15-foot utilities easement.
 - 2. Trees and plants may be located in the 15 foot utility easements with the understanding that they may/will be taken out if underground utilities installation or other access is needed.
 - 3. Water tanks, septic tank/leach lines and propane tanks are considered personal property and shall not be placed in any easement or set back area.
 - 4. Within 24 hours of trash pickups, trash/recycle cans (except dumpsters) shall be removed from the easement areas and placed outside the vision of travelers using the roads.
- ii. Front Yard Set Back. The setback line is established twenty-five (25') feet from the front right-of-way/utility easement line, and/or the reserved easement line and a minimum forty feet (40') from the nearest point of any two (2)-road intersections.
- iii. Side Yard Set Backs.
 - 1. The setback line for the main residence is established at a minimum of twenty-five feet (25') from the said property line, right-of-way/utility easement line, and/or the reserved easement line.
 - 2. The setback line for all accessory buildings is established at a minimum of twenty feet (20') from said property line, right-of-way/utility easement line, and/or the reserved easement line.
- iv. Rear Yard Set Backs. The setback line is established at a minimum of twenty feet (20') from the said property line, right-of-way/utility easement line, and/or the reserved easement line.
- v. Change of Set Backs. Upon request from a property owner, the ARC shall determine that extenuating circumstances exist with respect to any lot that would cause conformance to the setback minimums to result in undue hardship on the owner of any lot. The Architectural Review Committee/BOD may approve such changes to setbacks as may be reasonable.

³ CC&R Article 10.2

ARC POLICY AND PROCEDURES
Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)

6. Plot Plan to include:

- a. Showing of property contours, elevations, drainage, v-ditches, silt fences.
- b. Locations of all proposed structures, setbacks, property right-of-way/utility easement line, and/or the reserved easement line (see CC&R ACC paragraphs 1.04, 6.01 (a)-(e)) shall be indicated.
- c. Location of public and private utilities such as septic tank/leach lines, water, electrical, propane tank, solar energy systems, etc.
- d. Location and type of fencing and gates.
- e. Show driveway access and how runoff will be diverted away from road.

7. House and Outbuilding Plans:

- a. The recommended minimum square footage for a house in the HOA is at least 2,000 square feet but not to exceed 7,000 square feet.
- b. A complete set of house plans showing the following: the house must have an attached garage and any outbuildings must match house in color and style.
 - i. The ARC must approve a color swatch.
 1. Exterior colors to be used should be indicated by means of actual color samples for paint, stucco, etc. which can be from color charts.
 2. Roofing (color, type, etc.) and any stonework for your house must be approved by the ARC.
- c. One (1) set of house/building plans, that will be kept by the Association and approved by the ARC before submission to the county, to include:
 - i. House/building plans shall be of the size and kind required by and to be submitted to the County of Riverside for approval, with a civil engineer stamp.
 - ii. Plans shall contain the front, rear and side elevations.
 - iii. House/building structure plans shall contain size, shape, square footage and other dimensions.
 - iv. Details of structural engineering design and foundations.
 - v. The types of building materials should be indicated, with samples if possible.

8. Completion of Construction. After commencement of construction of any structure or improvements, the work thereon shall be diligently prosecuted to the end that structure or improvements shall not remain in a partly finished condition any longer than reasonably necessary for completion thereof, and in no case longer than twelve (12) months; provided, however, that the time for completion shall be extended by the period of delays in construction caused by strikes, inclement weather or other causes beyond the control of the owner.

9. A separate ARC approval written request is required for placement of a temporary facility (i.e. trailer, security/construction facility) on the property during construction:

- a. The temporary facility may be moved in as soon as:
 - i. ARC approves of the house/building plans.
 - ii. Construction begins when the foundation of the main residence is dug, framed, concrete poured and the materials for the building of the house are delivered.

ARC POLICY AND PROCEDURES
Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)

- b. In accordance with RC Code 460, the temporary facility (i.e. trailer) must be immediately removed upon completion of construction of the primary buildings and shall not be used to house individuals at any time.

10. Landscaping:

- a. By completion of house and before landscaping begins, plans must be turned in to and approved by the ARC.
- b. Plants should be drought resistant and fire retardant. Plants located within 100 feet of a building should be low growing, maintained and fire resistant. Look on the RGO HOA website for a list of plants.
- c. All trees shall be kept trimmed and located so not to obstruct the primary view from any other lots.

11. Other Construction to be approved by the ARC, including but not limited to:

- a. Pools
- b. Patios, patio covers, patio structures, pergolas, and gazebos
- c. Outside lighting
- d. All hardscape (cement work, rocks, borders, etc.)
- e. Solar and/or wind power electric generating devices require prior approval by the ARC. A plot plan shall be submitted designating the location of the generating device and the proposed electrical generating capacity.

The foregoing resolution was adopted by the Board of Directors

Dates Reviewed by HOA Members: _____ to _____

Date Adopted by HOA Board: _____

Louise Kenitzer, Secretary, RGO HOA (Signature on file)

ARC CHECKLIST

Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)

Both the property owner/developer and the ARC members shall use this checklist for submittal and review of a property development /improvement project. If there are questions on the use of this checklist contact the RGO HOA through Ralston Management for clarification. All plans and changes to plans should be submitted to the ARC through Ralston Management for review and approval before going to the county for approval.

No construction activity may be commenced without first obtaining written ARC approval. Construction begins when the foundation of the main residence is dug, framed, concrete poured and the materials for the building of the house or other structure are delivered.

The ARC regulates the following areas of property development and improvements in Accordance with the CC&Rs "[*ARTICLE VI: Regulation of Improvements*](#)".

Before starting construction an outside toilet and dumpster shall be delivered and made available for use at the construction site.

1. **Submit to ARC "Application For Development/Improvement of Property" form for Approval**

- a. Application For Development/Improvement of Property
- b. Resubmission of plans package due to county conditions of approval requiring changes to the original plans

2. **Submission of plans:**

a. **Grading Plans and Surveying;**

- Surveying Report and map
- Grading Plans
- Soils Engineer Certification
- A copy of county approval / permits should be turned into the HOA.

b. **Plot Plan** to include setbacks;

- Showing of property contours, elevations, drainage.
- Locations of all proposed structures and setbacks
- Location of public and private utilities
 - 1. Septic tank/leach lines
 - 2. Water (Contact EMWD for installation of water meter)
 - 3. Electrical
 - 4. Propane tank

ARC CHECKLIST

Application for Development / Improvement of Property
Rancho Glenoaks Home Owners Association
Architectural Review Committee (ARC)

- 5. Solar energy systems
- 6. Other
- Location and type of fencing
- Gate(s) location.
- Show driveway access and how runoff will be controlled and diverted away from road
- Horse trail easement
- Road/utility easements
- c. **House and Outbuilding Plans;**
 - One (1) set of plans for house with attached garage
 - 1. One story
 - 2. Two story
 - 3. View obstruction(s) to surrounding properties
 - One (1) set of plans for outbuildings
- d. **Other Construction plans and county permits**
 - Landscaping Plan
 - Pools
 - Patios
 - Outside lighting (Use of low intensity and down reflecting lighting fixtures)
 - All hardscapes (cement work, rocks, borders, etc.).
 - Other

3. **Approximate construction**

- a. Start date
- b. Completion date

4. **Request for a temporary facility** (i.e. trailer)

- a. Request for facility
- b. The temporary facility may be moved in as soon as the property owner receives written approval from the HOA

RANCHO GLENOAKS HOME OWNERS ASSOCIATION

APPLICATION FORM

(To be completed by HOA property member owner)
Application for Development / Improvement of Property

Date: _____ Phone: _____

Applicant: _____

Address: _____

City: _____ State: _____ ZIP: _____

APN#: _____ LOT#: _____

Street Address of Property: _____

Proposed Development /Improvement: _____

Work Schedule: _____ / _____

(Approx. Start Date)

(Approx. End Date)

Contractor's Name: _____

Contractor's License Number: _____

Contractor's Insurance Coverage: _____

Contractor's Phone Number: _____

This ARC application request is for approval of the proposed above development and/or improvement (s) to my property. This application is submitted in accordance with the CC&Rs, ARC Checklist and Policy and Procedures. The required information, documentation and drawings for the proposed improvements defined in this ARC application is attached.

County permits/approval will be presented to HOA before construction starts. The ARC is hereby advised that the work described above is proposed and the applicant understands that written ARC approval is required prior to the commencement of any work proposed. The property owner (ARC approval applicant) acknowledges he/she shall be held liable for any damages incurred to other properties and/or the RGO HOA common easements and roadways caused during the course of the property development / improvement activities or in conjunction with any work performed on the property.

We, the applicant, agree to hold the Association and members harmless from any liability, damage, and/or loss resulting from the construction or performance of the proposed modification, whether or not constructed pursuant to approved plans, drawings, and /or specifications.

Signature(s) of Owner(s): _____ Date: _____

_____ Date: _____

RANCHO GLENOAKS HOME OWNERS ASSOCIATION

APPLICATION FORM

(To be completed by HOA property member owner)
Application for Development / Improvement of Property

Name of ARC Member: _____ Signature: _____

- Approved: _____ Date: _____
- Disapproved: _____ Date: _____
- Reason: _____

Comments/Action Requested: _____

Name of ARC Member: _____ Signature: _____

- Approved: _____ Date: _____
- Disapproved: _____ Date: _____
- Reason: _____

Comments/Action Requested: _____

Name of ARC Member: _____ Signature: _____

- Approved: _____ Date: _____
- Disapproved: _____ Date: _____
- Reason: _____

Comments/Action Requested: _____

Board Review: _____

Name of Board Member: _____ Signature: _____

- Approved: _____ /Date: _____
- Disapproved: _____ /Date: _____
- Reason: _____

Comments/Action Requested: _____

RANCHO GLENOAKS HOME OWNERS ASSOCIATION

APPLICATION FORM

(To be completed by HOA property member owner)
Application for Development / Improvement of Property

ADJACENT & IMPACTED NEIGHBOR AWARENESS STATEMENT

On _____ 20____, I notified the neighbors listed below that I submitted plans to the Architectural Control Committee for approval. I agree to make these plans available to these neighbors for review, including those that adjoin at the rear of my property.

Signature of Submitting Owner

Please Print or Type Name

Address: _____

Neighbor's Signature: _____
[Must be an Owner]

Please Print or Type Name Above / Address

Neighbor's Signature: _____
[Must be an Owner]

Please Print or Type Name Above / Address

Neighbor's Signature: _____
[Must be an Owner]

Please Print or Type Name Above / Address

Neighbor's Signature: _____
[Must be an Owner]

Please Print or Type Name Above / Address