

**California Sunset HOA**

**Architectural Approval Application**

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

Applicant Name: \_\_\_\_\_

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

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address if other than California Sunset HOA: \_\_\_\_\_

Modification Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Schedule: \_\_\_\_\_

Commencement Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Architectural Control Committee:

You are hereby advised that the work described above is proposed and approval is requested. Attached is a drawing of work to be done and types of materials to be used as indicated on the drawings. We understand that building permits for home improvements are required by the County of Riverside, or appropriate governing agency, and that the cost of the permits, and subsequent inspection, will be borne by us.

We acknowledge that all approved changes in the original design will be at our expense; that any and all damage to or relocation or existing sprinkler systems, underground utilities, building structure slopes, drainage system, swales and exterior landscaping or other damage resulting from the construction of the proposed improvement shall be at our expense. Additionally, any maintenance of permitted improvements shall be at our expense, and we agree to hold California Sunsets Homeowners Association harmless for the cost of the maintenance of same. Furthermore, we agree to hold California Sunset Homeowners Association 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): \_\_\_\_\_

\_\_\_\_\_



## Exterior Home Improvements - digital submissions

Avalon Management provides the opportunity to submit applications digitally. Please review the following steps to submit your Architectural (ARC) Request below.

Avalon Portal submission:

1. Avalon – Online Portal. Please visit [www.sunsethoa.com](http://www.sunsethoa.com) to create/log on to your account through “My Account”.
2. Once logged into the account you will select “Submit a New Request” located on the bottom of the page. Then select ARC Request.
3. Please make sure you upload the Architectural Home Improvement application and supporting documents before submitting.
4. After submission of the ARC Request you will be able to view your submission, receive updates on the application, leave messages, upload more documents, etc.
5. Please note a common error for all submissions, is file size. The system will not allow submission if the file size exceeds 25MB. If there are any difficulties, you may break up the application into multiple attachments.
6. Having troubles? Please review our Homeowner videos at [www.avalonweb.com](http://www.avalonweb.com). You may also view the link here: <https://www.avalonweb.com/how-to-submit-an-arc-application.html>

Email Submission:

1. Please ensure your Architectural Home Improvement application and supporting documents are complete.
2. Please email [tarc@avalonweb.com](mailto:tarc@avalonweb.com).

Home Improvement applications are available to be digitally filled out. However, the Neighbor Awareness page within the document may need to be printed.

If you need a hard copy please reach out to Management and we can mail you a copy, or you may pick one up at our office located at the address below.

*We appreciate your willingness to improve the exterior of your home and look forward to assisting you through the process with the Homeowners Association.*

California Sunset Homeowners Association – ARC Committee

c/o Avalon Management  
43529 Ridge Park Dr  
Temecula, CA 92590

Phone: 951-699-2918

Adjacent and Impacted Homeowner Statement

On \_\_\_\_\_, 20\_\_\_\_, I notified \_\_\_\_\_ that I am submitting plans to the Architectural Control Committee for approval. I agree to make these plans available to these homeowners for review, including those that adjoin at the rear of my property.

Signature of Submitting Owner: \_\_\_\_\_

Please Print or Type Name Here: \_\_\_\_\_

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

Where Applicable:

Address:	Print or Type Name	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

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FOR COMMITTEE USE ONLY: DO NOT WRITE BELOW THIS LINE

Date Reviewed: \_\_\_\_\_ Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_

Further Information Requested: \_\_\_\_\_

Date Information Received: \_\_\_\_\_

\_\_\_\_\_  
Committee Member Signature – Please Print or Type Name Above

\_\_\_\_\_  
Committee Member Signature – Please Print or Type Name Above

\_\_\_\_\_  
Committee Member Signature – Please Print or Type Name Above

**CALIFORNIA SUNSET  
EXTERIOR PAINT  
ADDENDUM**

**PLEASE INDICATE COLOR CHOICES:**

SCHEME # : \_\_\_\_\_

STUCCO COLOR: \_\_\_\_\_

TRIM COLOR (wood): \_\_\_\_\_

FRONT DOOR: \_\_\_\_\_

GARAGE DOOR: \_\_\_\_\_

WILL YOU BE PAINTING ACCENTS?                      YES                      NO

IF YES, WHAT COLOR: \_\_\_\_\_

WILL YOU BE PAINTING YOUR FENCE?                      YES                      NO

IF YES, WHAT COLOR: \_\_\_\_\_

DO YOU HAVE A PATIO COVER  
THAT YOU WILL BE PAINTING?                      YES                      NO

IF YES, WHAT COLOR: \_\_\_\_\_

**REMINDERS:**

Screen doors must be painted to match front door.  
Stucco planter boxes must be painted to match stucco on house.

**CALIFORNIA SUNSET HOMEOWNERS ASSOCIATION  
ARCHITECTURAL PROJECT NOTICE OF COMPLETION**

\* Please supply photos of completed Improvement

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

Print Name

\_\_\_\_\_  
Print Name

Telephone Number: \_\_\_\_\_

Project Completed: \_\_\_\_\_

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

I or We the owner(s) of the above property do hereby state that the subject project was completed in accordance with the approved Plans and that no changes or alterations were incorporated.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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For Committee Use

Date of Final Inspection: \_\_\_\_\_

Property is in:

\_\_\_\_\_ Compliance

\_\_\_\_\_ Non-Compliance - Reason(s):

Architectural Control Committee Signatures:

Member: \_\_\_\_\_

Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date