

BEAR BRAND RANCH
APPLICATION FOR ARCHITECTURAL REVIEW

No fences, walls, building signs or other structures (including mailboxes, tennis courts and basketball standards), no exterior additions or alterations (including painting and landscaping) shall be commenced constructed, erected, placed, maintained or permitted to remain on any lot, or any portion thereof, until plan specifications have been submitted in working to and approved by the Architectural Committee.

LOT # _____ TRACT # _____ DATE _____

Project Address _____

Applicant's Name _____

Applicant's Address _____

Applicant's Telephone (Business) _____ (Residence) _____

Applicant's Relationship to Owner _____

Owner's Name _____

Owner's Address _____

Owner's Telephone _____

This Application is for:

- PRELIMINARY submittal and approval of
 - new residence
 - landscaping
 - preliminary grading
 - additional/alterations
 - exterior color change
 - other
- FINAL submittal and approval of
 - new residence
 - landscaping
 - mailbox
 - other
 - additional/alterations
 - exterior color change
 - final grading plan
- FINAL submittal and approval of LANDSCAPE ONLY
- FINAL submittal of POOL/SPA & EQUIPMENT ONLY
- SPECIAL submittal for _____

Type of Work Proposed _____

(Note: A more detailed general explanation of the scope and nature of the work for the project must also be included with the submittal.)

Are you requesting deviation or waiver of Development Standards or Submittal Requirements? _____

(Note: If "yes", you must submit a detailed list of those requested and justifications for your request.)

The Architectural committee will determine the amount of review fee and refundable deposit required for your project upon review of your scope of work. Fee and deposit are required prior to approval being given by the Association. Deposit schedule:

New Construction - \$25,000.00 deposit (refundable); \$25,000.00 road use (non-refundable)
Renovation/Addition - \$15,000.00 deposit (refundable); \$15,000.00 road use (non-refundable)
Minor landscape, exterior painting - \$5,000.00 deposit (refundable); \$5,000.00 road use (non-refundable)

Per CC&R section 6.9, the review fee is \$800.00 which cover administrative and review fees.

Applicant's signature

Owner's signature

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 Improvement on any 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 of 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 proper written authorization from Association, The Owner agrees in writing to indemnify Association for damage to property 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 damage as a result of an Owner's project.

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 Improvement 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 install by the Builder and approved by the City.

10. Applicant understands and agrees that Applicant must comply with all the provisions of the Design Guidelines/Architectural Guidelines.

11. All the provisions of the Design Guidelines/Architectural Guidelines (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, Architectural Guidelines, Rules and Regulation of other Operative/Governing Documents. Any violations of the Governing Documents must be correct upon notice of violation.

12. In the event that the City and/or County requires modification to the plans and specifications previously approved by the Committee, the Owner shall submit to the Committee all modification 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 condition as may be imposed by the City and/or County. The Committee shall have right to impose conditions of approval of proposal Improvement which are more restrictive than conditions as may be imposed by the City and/or County.

12. It is the responsibility of the requesting owner to obtain all appropriate signatures on the Neighbor Awareness form INCLUDING revised signatures for any later changes to the improvements reflected thereon. Any failure to obtain all appropriate signatures could render and approval from the committee void.

13 Failure to comply with and satisfy all procedural requirements for any application may void approval.

Exhibit B-1

FACING, LEFT, RIGHT AND REAR IMPACTED NEIGHBOR STATEMENT

The attached plans were made available to the following

REAR NEIGHBOR Name _____ Address _____ Signature _____	REAR NEIGHBOR Name _____ Address _____ Signature _____	REAR NEIGHBOR Name _____ Address _____ Signature _____
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ASSOCIATION PROPERTY OR BACK YARD

LEFT NEIGHBOR Name _____ Address _____ Signature _____	PROPERTY WHERE WORK WILL TAKE PLACE	RIGHT NEIGHBOR Name _____ Address _____ Signature _____
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STREET

FACING NEIGHBOR Name _____ Address _____ Signature _____
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The neighbors have seen the plans that I am submitting for approval. (Please see above verification.)

I understand neighbor objections do not in themselves cause denial. However, the Committee will contact the neighbors to determine their objections and their appropriateness, if necessary.

SUBMITTED:

Name _____
Address _____
Date _____

FAILURE TO OBTAIN ALL APPROPRIATE NEIGHBOR SIGNATURES MAY VOID APPROVAL.

Application Types & Fee Schedule

TYPE OF APPLICATION	Const. Deposit	Review Fee	Road Use Fee	Dumpster	Tot Amt due	Const. Time Limit Mo.s
1. New Home Construction – includes new residence and residences rebuilt after demolition. (with new slabs)	\$25,000 Refundable	\$800 Non-refundable	\$25,000 Non-refundable	Not permitted on street – placement on private property only	\$50,800.00	2 years
2. Major Remodel – Includes landscape, hardscape,	\$15,000 Refundable	\$800 Non-refundable	\$15,000.00 Non-refundable	Not permitted on street – placement on private property only	\$30,800.00	1 year
3. Minor Remodel (Unlike 2) – includes smaller home improvement projects, exterior paint	\$5,000 Refundable	\$800 Non-refundable	\$5,000 Non-refundable	Not permitted on street – placement on private property only	\$10,800.00	6 month

NOTES

1. **PAYMENT** - The above fees must be submitted with the architectural application and all related samples with the exception of the non-refundable road use fee which is due and payable upon approval of the submittal. Refer to the "Total Amt. Due" column above.
2. **START OF CONSTRUCTION** - Failure of the homeowner to notify the management company as to the date of the start of construction will cause a fine to be levied.
3. **INITIAL ARCHITECTURAL MEETING** - After preliminary plans and required fees have been submitted to the management company, a date will be given for review by the ADC. For this meeting the Homeowner, Contractor and/or Architect shall attend. If one or more fail to attend, plans may be returned to the homeowner causing a delay in the approval process.
4. **FINE** – If completion date not met, \$1,000.00 per day will be assessed and completion date can be extended by application to the ADC. If the extension is approved, a new completion date will be defined. Please refer to existing Fine Policy of the Association.
5. **Upon request by the homeowner and at its sole discretion, the ADC may waive or significantly reduce the non-refundable deposit for ADC approval-required projects when the vehicles to be used for the project are relatively small.**

Adopted May 6, 2008
Mailed to the membership – May 2008

Exhibit D2

BEAR BRAND RANCH COMMINTY ASSOCIATION
APPLICATION FOR APPEAL OF ARCHITECTURAL DENIAL

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. Street Address _____
City _____
- 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 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.)

Date: _____

SIGNATURE OF OWNER(S)

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

Exhibit C

**BEAR BRAND RANCH
Notice of Completion Form**

Today's Date _____ Property Address: _____

Owner's Name _____

Mailing Address (if different than property address): _____

Daytime Phone: _____ Evening Phone: _____

Type of work (Please check appropriate items):

<u>Architectural</u>	<u>Landscape</u>	<u>Equipment</u>
<input type="checkbox"/> Deck	<input type="checkbox"/> Landscape/Hardscape (circle one)	<input type="checkbox"/> Play Equipment
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Front <input type="checkbox"/> Front	<input type="checkbox"/> Pool Equipment
<input type="checkbox"/> Room Addition	<input type="checkbox"/> Rear <input type="checkbox"/> Front	<input type="checkbox"/> Spa & Equipment
<input type="checkbox"/> Patio Cover (s)	<input type="checkbox"/> Irrigation/Drains (circle one)	<input type="checkbox"/> Lighting
<input type="checkbox"/> Chimney	<input type="checkbox"/> Fence(s) / Walls / Gate(s) (circle one)	<input type="checkbox"/> Barbeque/Counter
<input type="checkbox"/> Other	<input type="checkbox"/> Front <input type="checkbox"/> Side	<input type="checkbox"/> Fire Pit
_____	<input type="checkbox"/> Rear <input type="checkbox"/> Retaining	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Extension	_____

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

MAIL TO:
BEAR BRAND RANCH COMMUNITY ASSOCIATION
C/O PROGRESSIVE COMMUNITY MANAGEMENT
27405 Puerta Real, Suite 300
Mission Viejo, CA 92691

Or
E-MAIL TO:
glendar@progressivecm.com

For Use By Committee Only:

Approved _____ Denied _____

Signed: _____ Date: _____

Reasons for Denial (Items to be corrected): _____

Exhibit D

BEAR BRAND RANCH
Variance Request 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):

<u>Architectural</u>	<u>Landscape</u>	<u>Equipment</u>
<input type="checkbox"/> Deck	<input type="checkbox"/> Landscape/Hardscape (circle one)	<input type="checkbox"/> Play Equipment
<input type="checkbox"/> Gazebo	<input type="checkbox"/> Front <input type="checkbox"/> Front	<input type="checkbox"/> Pool Equipment
<input type="checkbox"/> Room Addition	<input type="checkbox"/> Rear <input type="checkbox"/> Front	<input type="checkbox"/> Spa & Equipment
<input type="checkbox"/> Patio Cover (s)	<input type="checkbox"/> Irrigation/Drains (circle one)	<input type="checkbox"/> Lighting
<input type="checkbox"/> Chimney	<input type="checkbox"/> Fence(s) / Walls / Gate(s) (circle one)	<input type="checkbox"/> Barbeque/Counter
<input type="checkbox"/> Other	<input type="checkbox"/> Front <input type="checkbox"/> Side	<input type="checkbox"/> Fire Pit
_____	<input type="checkbox"/> Rear <input type="checkbox"/> Retaining	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Extension	_____

Please attach the completed Neighbor Awareness form and three (3) sets of plans and specifications, including elevations and cross-sections as needed to describe the project. Include the submittal date and the property address on each sheet. Please fold to 8 1/2 by 11 inches.

Owner's Signature

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

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 regulation affection use of premises, subject to any approved plan. Approval by the Committee.

2. Committee approval does not constitute acceptance of any technical or engineering specification 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 review for aesthetic purposes only.
3. Any oversight of a provision of the governing documents, or a provision of the Design Guidelines/Architectural Guidelines, does not waive the rule. Corrections may be required. Only improvements depicted on the plans can be review by the Committee. The Owner is responsible to ensure all improvement are depicted on 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 Improvement on any 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 of storage of equipment used during the course of construction must be though 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 proper written authorization from Association, The Owner agrees in writing to indemnify Association for damage to property 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 damage as a result of an Owner's project.
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 Improvement 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 install by the Builder and approved by the City.
10. Applicant understands and agrees that Applicant must comply with all the provisions of the Design Guidelines/Architectural Guidelines.
11. All the provisions of the Design Guidelines/Architectural Guidelines (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, Architectural Guidelines, Rules and Regulation of other Operative/Governing Documents. Any violations of the Governing Documents must be correct upon notice of violation.
12. In the event that the City and/or County requires modification to the plans and specifications previously approved by the Committee, the Owner shall submit to the Committee all modification 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 condition as may be imposed by the City and/or County. The Committee shall have right to impose conditions of approval of proposal Improvement which are more restrictive than conditions as may be imposed by the City and/or County.

13. It is the responsibility of the requesting owner to obtain all appropriate signatures on the Neighbor Awareness form INCLUDING revised signatures for any later changes to the improvements reflected thereon. Any failure to obtain all appropriate signatures could render and approval from the committee void.
14. Approval of plans and specification is not authorization to review the original drainage system installed by the merchant Builder and approved by the City.
15. Failure to comply with and satisfy all procedural requirements for any application may void approval