

Atherton Square Homeowners' Association ARCHITECTURAL GUIDELINES

The Architectural Guidelines of the Atherton Square Homeowners' Association are based on the Atherton Square regulatory documents (CC&R's and By-Laws). These guidelines are for the mutual benefit of all Atherton Square homeowners. They are applicable to all owners and occupants of homes in the Atherton Square community. All exterior changes to homes at Atherton Square will be reviewed by the ARC committee to ensure they conform to a standard of quality workmanship, quality materials and are in harmony with the original design within the community.

The CC&R's require written Architectural Control approval for all exterior changes to your home and all additions of structures, both temporary and permanent. You do not need approval to maintain the existing approved exterior appearance or any approved structure. Maintenance is not a change. You do not need to request approval to repaint or re-roof your home or replace a deteriorated fence if there will be no change in color, material, texture, size or shape.

You are required to obtain written approval before the exterior change is made or structure is added. You are strongly advised to obtain written approval BEFORE you buy any materials or BEFORE you engage a contractor. One objective of the formal approval process is to alert you to any CC&R issues with your proposed change or structure and to give you the opportunity to get these issues resolved prior to the expenditure of time, money, and effort on your part. Should you choose to make any exterior changes to your home without prior approval, the Atherton Square Homeowners' Association has the right under the CC&R's to impose fines until any non-complying exterior change is reversed, removed, or otherwise brought into compliance with the CC&R's.

To apply for Architectural Control approval, you need to submit an accurate description of your proposed change or structure that is sufficiently detailed so the committee can understand clearly what you seek to do and, specifically, what it will look like when completed. Your plans may be hand-drawn, as long as they include details on them, such as: lot dimensions, heights, widths, size, drainage, and type of plants, trees, groundcover, etc. Include all sketches, diagrams, material samples, and pictures necessary to provide clarity. For example, if you propose to repaint your house a different color, include the color sample with your application. It is the owner's responsibility to submit a COMPLETE package, including obtaining all required signatures and necessary documentation. In addition, the owner should be prepared to review the application with the ARC members. Applications that lack details necessary to make a decision will not be reviewed by the ARC unless and until the necessary details are furnished.

The Atherton Square Homeowners' Association has sixty (60) days from the receipt of a COMPLETE application to issue an approval/disapproval decision. If your completed application is denied, you may appeal the decision to the Board. An appeal is most useful in cases of such novelty or complexity that further discussion is beneficial.

**ATHERTON SQUARE HOMEOWNERS ASSOCIATION
ARCHITECTURAL GUIDELINES
INFORMATION SHEETS**

The attached information is designed to assist Atherton Square owners seeking approval of contemplated exterior home improvements. All proposed improvements must be submitted per the guidelines below, subject to the terms of review by the Architectural Committee.

Please keep in mind the following:

1. Requests received without a proposed completion date will be assigned a completion date of 90 days after ARC approval. Extensions may be granted upon written request to the ARC.
2. Existing drainage may not be altered in any way.
3. All patio covers must be built to code. A permit is required if patio cover attaches to the house.
4. Nothing may be attached to a shared fence, common area or neighboring home.
5. Any work started prior to approval may be assessed a \$100.00 fine, and the property may be required to be restored back to its original condition at the owner's expense.
6. Requests with incomplete information will not be reviewed until the necessary details are furnished.

Consult and review your governing documents and Architectural Guidelines, Restrictions and Standards to determine if the particular exterior project you have in mind is of the type permitted. If you are unclear, you are urged to contact WSR Sales & Management.

**WSR Sales & Management
6736 Palm Ave.
Riverside, CA 92506**

INFORMATION NEEDED ON YOUR APPLICATION:

1. What your project is all about and what is planned
2. Give all dimensions in relationship to your property line, existing home, lot, and other exterior improvements.
3. Provide details of all landscaping and irrigation systems proposed, including how excess water from your lot will be drained off the property and its relationship with your property line and your neighbor's property line(s).
4. Only the proposed improvements specifically listed on the "Description of proposed improvements" line of the "Request for Architectural/Landscape Application" form will be considered. Improvements not detailed on the form or submitted are specifically not authorized.
5. All improvements must be detailed as to what material and color you propose to use and any other additional information that would be helpful in reviewing your project.

The more complete your plan drawings are, the easier it will be for them to be reviewed. Four sets of plans will be provided to the ARC for review processing. **The review process will take not more than 60 days.** You will be notified in writing if your application is incomplete and the review process will be temporarily suspended until you have provided the necessary requested item(s) in order to make your application complete for submittal. Temporary suspension will extend the 60 day review process.

Contact the City/County to determine if a construction/building permit is required for your project.

- This permit is your responsibility. In some cases, the City/County will require approval from the ARC before issuing a permit.

NOTE: It is suggested that licensed contractors be retained for all work requiring permits. In lieu of this, the homeowner is legally responsible for all work performed and will be held liable for any corrective actions required to meet City/County codes.

Approval or Disapproval of Plans:

In compliance with Paragraph 7.04(h) of the Conditions, Covenants and Restrictions of the Atherton Square Homeowners Association, the Architectural Committee is required to approve or disapprove proposed plans within **sixty (60) days** of receipt of a “complete application.” **In the event the Architectural Committee fails to approve or disapprove plans or other requests submitted within sixty (60) days after submission of a “complete application,” then such approval shall not be required so long as any structure or improvement erected or altered pursuant to such plans conform to the CC&R’s and is in harmony with similar structures erected within the gates of the community.**

Send completed ARC requests to:

**WSR Sales & Management
6736 Palm Avenue
Riverside, CA 92506**

OR EMAIL TO:

ARC@athertonriverside.com

Once your plans have been approved, you will receive one set of the plans and application form back, to be retained by you for your files and records.

NOTE: All communication to the Board regarding appeals, reports of violations or complaints against neighbors’ activities must be in writing to the Architectural Committee, in care of **WSR Sales & Management.**

Completion of Work as per “Approved” Plans:

Upon completion of the improvements, complete the attached “**Notice of Completion**” and forward to:

**WSR Sales & Management
6736 Palm Avenue
Riverside, CA 92506**

OR EMAIL TO:

ARC@athertonriverside.com

Upon receipt, a representative of the Architectural Committee will schedule an appointment to verify the completed improvements and endorse the “**Notice of Completion**” finalizing the process.

LOT # _____ ADDRESS _____

ATHERTON SQUARE HOMEOWNERS ASSOCIATION
REQUEST FOR ARCHITECTURAL/LANDSCAPE APPLICATION REVIEW

OWNER NAME: _____ DATE: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

Description of proposed improvements (attach sketches, drawings, diagrams, etc. as necessary): 4 Sets of your plans, and color samples, if applicable.

Proposed Start Date _____ Proposed Completion Date _____

CONTIGUOUS (Contiguous is defined as "sharing an edge or boundary; touching") NEIGHBOR AWARENESS-
We the undersigned, have seen the attached Architectural/Landscape Plans. Signature below does not indicate approval/disapproval of the proposed improvements. The Committee/Board shall make the final decision on all proposed improvements.

Address Print Name Signature

Address Print Name Signature

Address Print Name Signature

I understand that my proposed improvements may require a permit from the City/County and/or other government agency and I will obtain all required permits before commencing any work. I agree I will do no work that will change the existing drainage patterns. I am aware that any changes may result in substantial damage to adjacent properties, and I will assume the responsibility for any work under the above proposed improvement that I or my contractor performs, which may in the future, adversely affect adjacent properties. I will assume responsibility for all future maintenance of this addition or improvement.

SIGNATURE OF OWNER(s) _____ **DATE:** _____

Lot: _____ **Address:** _____

REVIEW RESPONSE

LANDSCAPE ARCHITECT/ARCHITECTURAL COMMITTEE/BOARD REVIEW:

_____ Approved _____ Disapproved _____ Revise & Resubmit

NOTES:

ARC Member

ARC Member

ARC Member

ARC Member

ARC Member

Date

NOTICE OF COMPLETION

Notice is hereby given that:

The undersigned is the Owner of the Property located at:

Atherton Address

The proposed Improvement(s) at the above listed Property Address was/were COMPLETED on

_____ in accordance with the Committee/Board's written approval of the Owner's plans and submittal package. The property is now ready for inspection.

Owner's Signature

Inspection Performed: _____

NOTES: _____