

HILLSBOROUGH OWNERS ASSOCIATION

◆ 2140 PROFESSIONAL DRIVE, SUITE 260 ◆ ROSEVILLE, CA 95661 ◆ (916)784-6605 ◆

ARCHITECTURAL APPLICATION INSTRUCTIONS

If you plan to change the appearance of the exterior of your home in any way, you must submit an Architectural application and indemnity agreement.

Important!!! Please read prior to submitting your application to ensure that your application is complete and will be accepted by the Association at the Johnson Ranch Management office for processing.

Painting: If painting your home, you must provide one copy of the color samples (each color sample MUST be painted on an 8x10 inch size paper or sturdy card). Photocopies, computer generated color chips, paint brochures or similar items will not be accepted. The committee requires the actual paint be painted on sturdy card for review.

Please note the following terms:

Body: Large areas of walls

Trim: Window and door trim, corner boards, fascias, etc.

Accent: Pop-outs, shutters, columns, etc.

If your home has brick, please specify if you plan to paint it or leave it as is.

Please be specific when referring to trim and accent so that the committee can be clear as to where the colors will be applied. Photos of your home identifying specific areas are required.

Landscaping: If you plan to make changes to your front yard landscape, you must provide one copy of your plans with specific details. A rough drawing (or photos) of your front yard showing placement, number and species of plants, ground cover, rock or bark, etc. If installing rock or bark, please provide a photo or brochure showing the size, type, color etc. If installing artificial turf, a minimum 8"x8" sample of the turf, along with specifications, must be submitted with your application.

Pools: If installing a swimming pool, you must provide one copy of your plans for review. The plans must show the location of your pool, including setbacks, the location of the pool equipment and the new drainage plans necessary from the change of topography in your yard. *Please note that pools require a deposit that is refundable, when requested in writing at the completion of your project, and a final inspection to determine that no damage has occurred to the common area and all front yard or access areas have been restored to their previous state.*

Structures (including storage sheds): If you are installing a structure anywhere on your property, you must submit one copy of your plans for review. Plans must include specific details regarding the structure (include a brochure or photo if possible) showing the dimensions, color, material (including roof material) and location of the structure, including setbacks.

Roof Replacement: If you are replacing your roof, a full size sample of the roofing material must be brought into the Johnson Ranch Management office for review by both JR East master association and Hillsborough. Composition roofing is not permitted within Johnson Ranch. No exceptions.

All other modifications: Any changes to the exterior of your home not listed above must still include one copy of your plans and the plans must be specific enough for the committee to visualize the finished product. Photos and brochures are extremely helpful.

Please make sure that you have complied with the above information prior to submitting your application. Incomplete applications will not be accepted by the Association at Johnson Ranch Management. If you have any questions, please feel free to call Johnson Ranch Management for assistance. **All applications must be submitted to Johnson Ranch Management for processing. Applications submitted directly to committee members are not subject to the time deadline and may be delayed or not processed at all!**

Please make sure that you allow adequate time for review when submitting your application. Review time averages two to three weeks for a full turn-around, although the committee has up to forty five (45) days to render a decision. Your committee is made up of volunteer homeowners that have chosen to donate their time to keeping Hillsborough a place we are all proud to call home. Planning ahead and understanding that there is a process in place to protect your home values eliminates frustration on both ends.

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ARCHITECTURAL CONTROL COMMITTEE APPROVAL REQUEST

Owner _____

Property Address _____ City _____ Zip _____ Telephone _____

Nature of Application:

- | | |
|--|---|
| <input type="checkbox"/> Pool/Spa Installation (submit full set of plans including drainage) | <input type="checkbox"/> Landscape/Hardscape/Irrigation |
| <input type="checkbox"/> Accessory Building (shed, storage unit) | <input type="checkbox"/> Replace Roof |
| <input type="checkbox"/> Repaint Residence | <input type="checkbox"/> Other (Describe) _____ |
| <input type="checkbox"/> Satellite Dish/Antennae | |

GENERAL CONDITIONS OF APPROVAL

1. Submit signed application with **one copy of your plans, Deposit (if applicable) and signed Indemnity Agreement**. The site plan shall identify any trees to be removed and the elevation plan shall identify specifications of all exterior materials to be used.
2. If painting your home, you must provide **one copy** of the color samples (**each color sample MUST be painted on an 8x10 inch size paper or sturdy card**)
3. Comply with applicable Association Governing Documents and final Subdivision Map.
4. Obtain all necessary governmental approvals and permits. Construction shall comply with applicable laws, ordinances, codes and regulations.
5. **All building/work must be completed within one (1) year of approval.**
6. Construction waste and/or excavation materials shall be disposed of properly. **Adjoining properties shall be kept clean and are not to be disturbed.**
7. No construction materials or debris of any type shall be stored or dumped on any street or any other lot within the subdivision.
8. The location of any exterior heating/air conditioning units, including solar units, is to be approved prior to installation.
9. Owner shall be responsible for all damage caused by their contractor to the association's common area or to any adjacent lot while in the process of installation or construction of this unit.
10. Please indicate the following if **painting home** (submit each color painted on 8 x10 size paper or sturdy card):
 1. Exterior color _____
 2. Trim color (see instructions) _____
 3. Accent color (see instructions) _____
 4. Front door color _____
 5. Garage Door color _____
 5. Gutter color _____
11. Please indicate the following if **replacing roof**** (full size sample must be brought into office for review by both JR East master association and Hillsborough):
 - Roofing material and brand name: _____
 - Roofing color name: _____
 - Gutter replacement? If yes, new color name (must provide color sample): _____

The undersigned applicant(s) requests approval of the improvements described above based upon the plans included with this application and understands and agrees to comply with the general condition stated above. It is further understood that the ACC has up to forty five (45) days to render a decision.

Date _____

Applicant _____

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INDEMNITY AGREEMENT

The Owner is responsible for the activities of his contractors, guests, and invitees and is therefore, responsible for all damage to Association or other owner's property that may result from any construction activity.

I (We), as owner (and co-owner) have read and understand the CC&R's and hereby agree(s) to indemnify, defend and hold harmless the **Hillsborough Owners Association**, its officers, agents, and employees, against any claims, expenses, losses, damage, including Attorney's fees, arising out of the my/our acts or omissions, or those of my/our contractor(s), his sub-contractors, agents, employees, and assignees, occurring during construction of or related on any way the work of improvements on my lot(s) within the Hillsborough subdivision. The defense obligation stated above shall be with counsel of the Association's choice.

Please describe improvement(s) to be done:

Owner

Property Address

Date