

**CAMINO DEL VINO ESTATES ASSOCIATION
C/O P M PROPERTY "ASSET" MANAGEMENT
28715 Via Montezuma #B
Temecula, CA 92590-2511
951-676-4570 ~ Fax 951-676-0108
pammalnar@verizon.net ~ www.pmpropertymanagement.com
www.caminodelvinoestates.org**

Dear Camino Del Vino Estates Property Owner:

Due to the increasing activity within our Association, the Board of Directors / Architectural Control Committee would like to remind you of the following plan submittal procedures.

- ◆ Two (2) sets of plans shall be submitted directly to the Association's principal office of business, P M Property Management, 28715 Via Montezuma #B, Temecula, CA 92590. A California licensed architect shall have prepared plans and specifications for a residence or other structure unless the ACC shall otherwise consent in writing.
- ◆ An application "Request For Architectural Approval Submittal Checklist" must be completed and submitted with a check made payable to Camino Del Vino Estates Association in the amount designated:

Plan Review Fee: (Grading, new construction including primary residence/outbuildings)	\$ 300.00
Minor "Improvements":	\$ 150.00
Variance Request Processing Fee:	\$ 1,000.00
Refundable Construction Deposit* (*due prior to plan approval)	\$ 3,000.00

*This deposit is required for the protection of the Association Common Area. This deposit is refundable upon receipt of Notice of Completion signed by the Owner and verification of the ACC and/or Road Committee that no damage has been done to the common area as a result of the improvements installed or if damages have been done, that the repairs have been completed to the original and/or better condition.

Upon receiving a "complete" blueprint submittal, the Architectural Control Committee will review your plans and will contact you with approval and/or a listing of items requiring additional information which must then be resubmitted and recommendations within thirty (30) days. Please feel free to contact Pamela Malnar at P M Property "Asset" Management at (951) 676-4570 if you have any questions.

Respectfully submitted,

The Architectural Control Committee and Board of Directors
CAMINO DEL VINO ESTATES ASSOCIATION

**CAMINO DEL VINO ESTATES ASSOCIATION
REQUEST FOR ARCHITECTURAL APPROVAL
SUBMITTAL CHECKLIST – GUIDELINES**

This form is to serve as a guideline for you, your architect, engineer, landscaper, general contractor and sub-contractor. It is designed to help you understand what will be required of you and/or your architect. This will assist in planning ahead to allow for future water consumption, irrigation requirements, lighting and electrical usage and sewage capacity.

Landowners are reminded that approvals from the ACC Committee are required for all of the following three – step process. These approvals are necessary to maintain our area’s standard of high quality and to insure, preserve and enhance the overall value of everyone’s property.

TWO (2) SETS OF PLANS ARE REQUIRED ON EACH STEP.

1. GRADING PLAN

- a. Cut and fills (balance preferred, estimated yardage import/export)
- b. Elevation of pads and degrees of slopes
- c. Existing drainage and proposed plan
- d. Garage and outbuildings access
- e. Native tree removal (6 inch trunk or over)
- f. Utilities, water mains, electrical source, septic tank and leech field location
- g. Ponds and Lakes
- h. Flood hazard areas
- i. Road set-backs
- j. Utility, road and bridle path easements
- k. Proposed road improvements (if applicable)
- l. Retaining walls and planters

2. SITE PLAN

- a. Location of all buildings (including set-backs), barns, stables, outbuildings and cellars.
Square footage and pad elevations required
- b. Driveways, fences, pools, spas, trash bins, porta-corrals, windscreens, arenas, hotwalkers, air conditioning equipment, propane tanks antennas, solar equipment, bridges, hay storage, tack room, satellite dishes, tennis court, equipment storage, etc. (*Reminder: All vehicles and trailers must be stored in a fenced or landscaped area out of view of the street and other properties*)

3. ARCHITECTURAL PLAN

- a. Floor plans, including outbuildings and garages
- b. Exterior elevations with roof pitches and height measurements
- c. Balconies, patios, porches, decks, gazebos, trellises, awnings and atriums
- d. Solar equipment
- e. Exterior materials including:
 1. Roof materials
 2. Sidings, stucco and masonry
 3. Paint samples and/or color coat
 4. Windows and doors
 5. Skylights

In the opinion of the CAMINO DEL VINO ESTATES Architectural Control Committee and Board of Directors, this three-step approval process will aid you in planning, designing, engineering and building your home. The above checklist provides you with the opportunity to plan your entire estate, taking into consideration such elements as drainage, lot coverage, grading, electrical amperage, water volume, septic tank capacity, wind direction and landscaping. Note: To avoid any unnecessary expense, each step should be approved in the order outlined before proceeding to the next step.

**CAMINO DEL VINO ESTATES ASSOCIATION
REQUEST FOR ARCHITECTURAL APPROVAL
SUBMITTAL CHECKLIST**

A. HOUSE AND/OR STRUCTURES & SITES

1. Two sets of plot and grading plans showing driveway location and setbacks, water retention areas and/or ponds.
2. Complete elevation drawings including scale, with overall height dimensions.
3. Verification of square footage using exterior measurement of living areas.
4. Listing of materials to be used, i.e. roofing, stucco/veneer materials, fascia, etc.
5. Total color scheme.
6. Hardscaping; driveways, walks, gutters etc.
7. Landscaping.

B. OUT-BUILDINGS - BARN

1. Plot plan.
2. Proof of roof pitch conformity.
3. Proof of roof material conformity.
4. Elevations and square footage.

C. ENTRY GATES

1. Setback from paved street surface.
2. Easement boundaries (may require staking by licensed surveyor).
3. Elevation.
4. Material.

D. FENCING/WALLS

1. Style, material and color.
2. Plot plan.

E. POOLS – TENNIS COURT

1. Grading plan.
2. Plot plan.
3. Fence locations.

F. GAZEBO AND SUN SHADES

1. Elevation.
2. Location.
3. Materials.
4. Colors.

G. ITEMS THAT MAY REQUIRE SHIELDING

- | | | |
|---------------------|-----------------------|---------------------|
| 1. Antenna | 7. Satellite Dishes | 13. Solar Equipment |
| 2. Water Tanks | 8. Propane Tanks | |
| 3. Pressure Tanks | 9. Feed Bins | |
| 4. Motor Homes | 10. Extra Vehicles | |
| 5. Well Heads | 11. Boats | |
| 6. Fertilizer Tanks | 12. Trash Receptacles | |

APPLICANT

DATE

PROPERTY ADDRESS

MAILING ADDRESS

CAMINO DEL VINO ESTATES ASSOCIATION
Request for Architectural Approval

Date: _____ Telephone: Daytime _____
Property Owner: _____ Evening _____
Mailing Address: _____ E-Mail: _____

Property Location: _____
Contractor: _____ Telephone _____

Request for Approval:

- Grading Land Clearing House Plans Hedge, Wall or Fence Entry Gate
 Barn Pool or Pond Gazebo Outbuilding
 Other _____

Work Schedule:

When is work scheduled to begin? _____ When will work be complete? _____
Has a County permit been applied for? _____ Yes _____ No
Has a County permit been issued? _____ Yes _____ No Date issued: _____ Permit No. _____
Will any of this work require streets to be opened for utility service? _____ No _____ Yes

Attachments: (see Guidelines for exact requirements)

- Application with Plan Review Fee \$300.00 \$150.00
 Refundable Deposit fee (if required) \$3,000.00 (make check payable to CAMINO DEL VINO ESTATES ASSOCIATION)
 Two (2) sets of the following plans: _____ grading _____ site _____ floor _____ elevations
_____ specifications and material schedule
 Required material sample board: _____ roof tile _____ exterior material sample _____ paint colors
(wall/trim)

Approval of this application is valid only for the plans and specifications submitted. Construction must commence within one year of approval of plans. Failure to start construction within one year will require re-submittal of plans to the Architectural Control Committee. Changes and/or additions to the plans require re-submission. Future modification of structures, such as repainting a different color, must be submitted for approval. Structures must be maintained to their original specifications. By signing this application, I acknowledge that I have received a copy of the governing documents of CAMINO DEL VINO ESTATES ASSOCIATION including the current Architectural Procedures and Guidelines and am aware I am responsible for complying with them. Failure to comply constitutes a violation of the CC&R's, which may result in action to enforce. I hereby authorize the Association, its employees and/or Agents permission to enter the site to inspect the work.

Signature: _____ Date: _____

Date Received: _____ Date Reviewed by ACC _____
Inc. Submittal: _____ Date Reviewed by Committee _____
Deadline for Approval: _____ Comments: _____
Next AC meeting: _____
PO Notified of Decision: _____

**CAMINO DEL VINO ESTATES ASSOCIATION
NOTICE OF COMPLETION**



Name: _____

Home Phone: _____ Work Phone: _____

E-Mail Address: _____

Address: _____

Parcel No: _____

On the _____ day of _____, 20____, the Improvement(s) on the described property was (were) COMPLETED in accordance with the plans and submittal package which was approved by the Architectural Review Committee.

The completed Improvement(s) is (are):

Please submit the Refundable Deposit to the above, upon verification of completion.

Date: _____

Signature of Owner(s): _____

Mailing Address: _____

