

THE VILLAGES ASSOCIATION NO. TWO
ARCHITECTURAL APPROVAL APPLICATION

Date: _____ Owner Name: _____

Property Address: _____ Daytime Phone: _____

Owner Address (if different): _____

Modification Requested:

Contractor: _____ Phone: _____

Unless otherwise stated herein, Owners are advised that all improvements for which approval is requested must be completed within 6 months of Committee approval.

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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 in certain instances by the City of Temecula, County of Riverside, or appropriate governing agency, and that the cost of the permits and subsequent inspection will be borne by us. We also understand that the Architectural Control Committee does not review plans for conformance to the Uniform Building Code or other governmental requirements as this is our responsibility to clarify acceptability with the City of Temecula, County of Riverside.

We acknowledge that all approved changes in the original design will be at our expense; that any and all damage to or relocation of existing sprinkler systems, underground utilities, building structure, slopes, drainage systems, 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 The Villages Association No. Two harmless for the cost of maintenance of same. Furthermore, we agree to hold the 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 of Owner

Return To: The Villages Association No. Two
Architectural Control Committee
43529 Ridge Park Drive
Temecula, CA 92590
Office: (951) 699-2918 or Fax: (951) 699-0522

<h2 style="margin: 0;">The Villages Association No. Two</h2> <h3 style="margin: 0;">Adjacent and Impacted Neighbor Statement</h3>

Date: _____ Owner Name: _____

Property Address: _____ Owner Phone: _____

On _____ 20____, I notified the neighbors listed below that I am submitting plans to the Architectural Control Committee for approval. I agree to make these plans available to these neighbors for review, including those that adjoin at the rear of my property.

Signature of Owner

Neighbor's Address:	Print or Type Name:	Signature:
_____	_____	_____
_____	_____	_____
_____	_____	_____

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FOR COMMITTEE USE ONLY:

Date Reviewed: _____ Approved: _____ Rejected: _____

Comments:

Committee Member Signature

Committee Member Signature

Committee Member Signature

Committee Member Signature

Committee Member Signature

Committee Member Signature

Committee Member Signature

Committee Member Signature



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 <https://www.villagestwo.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. 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 tarc2@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.

The Villages Association No. Two
C/O Avalon Management
43529 Ridge Park Drive
Temecula, CA 92590
Phone: (951) 699-2918