

Submitting ACC Submittal

- 1) Be **very descriptive on what you would like to do**
(May write details out on a separate page and attach to the submittal). WILL NEED TO ATTACH A DRAWING AND/OR PLAN TO SUBMITTALS. It is a good idea to obtain a letter from your neighbor(s) (being as some submittals can effect the appearance of their yard) that it would be okay with them for you to complete your submittal-and attach this letter to your submittal. **NOTE: IN SOME CASES YOUR NEIGHBOR MAY WANT TO DO THE SAME TYPE OF LANDSCAPE (LAYING ROCK LANDSCAPE OR OTHER) AND IF YOU FIND THIS TO BE THE CASE SOMETIMES IT IS CHEAPER WHEN TWO HOMES ARE BEING COMPLETED (by a contractor) AND EACH HOMEOWNER PAYS 1/2 THE COST.**

- 2) Submittal need to:
 - 1) Be turned into the Site Office **by the 8th of the month** to be reviewed on the 3rd Wednesday of the month.
 - 2) Be sure to be descriptive on what you would want to do and attach any drawings/plans to the submittal.
 - 3) Laying rock; Installing artificial Grass; Installation of anything onto/to the house; Construction of any kind-types of submittals will require a \$100.00 deposit when turning in your submittal. \$90.00 refunded when the submittal is "Final Approved". If submittals are not approved for you to do you will receive your \$100.00 deposit back.
 - 4) Tree removal requests require a \$100.00 Deposit with refund of \$90.00 (approved April 22, 2014 to go into effect on submittals being submitted after May 22, 2014).

After the ACC meeting (3rd Wednesday of the month) the Usual/Average length of time you would be sent your approval/disapproval letter is within 5-10 working days (depending on how many submittals were reviewed).

If you have any questions you may contact the Site Office at 760-961-1456.

Please Note: All lot line setbacks-a minimum of 3'0

- 1) TWO SETS OF PLANS ARE REQUIRED (make sure you have a copy)
 - i. Plot Plan
 - II. Plan showing work to be done.
2. All plans submitted must be in writing on a minimum of an 8 1/2 " x 11" sheet of paper. All paper-work must be in a neat, clean and readable condition:
 - i. Plot Plan-Must show property lines, show your building within those lines, show surrounding structures, streets and/or common area, show lot/tract number, show North direction, and show area of project.
 - ii Detailed plan showing work to be done for installations of fences, walls, decks, spas, patios etc. The plan shall include color, shape, height, materials, alterations, new work locations, elevations view and construction details i.e. footings, steel details.

The more information included in your drawing, the better-the committee needs to see exactly what you are proposing.

3. The Architectural Control Committee has the final voice in any decision regarding the completeness of the submission.
4. All the construction work must be diligently pursued. **Completion of the project must be completed within six (6) months after commencement of work. Failure to complete work within 6 months shall result in forfeiture of completion refund and possible legal action.**
- 5) After approval, any deviation, addition or deletion to the original plans submitted to the Architectural Committee, must be **re-submitted for approval prior to making the change.**
- 6) All approved plans must be picked up within 30 days after approval or may be discarded.

JOB SITE RULES DURING CONSTRUCTION

The property owner is responsible for the action of any and all workman on the job site. In addition, the property owner agrees that the job site and adjoining area will be maintained in a neat and orderly condition at all times.

At any time during construction, the Architectural Control Committee may request the property owner to comply with this requirement. If the property owner fails to correct the condition, the Committee may enter the site and take corrective action.

The property owner will be billed for this work at the rate of twenty-five (\$25.00) per hour plus the cost of any equipment necessary. There will be a minimum charge of twenty-five (\$25.00) dollars.

The following will be strictly enforced:

- 1) No construction activity is permitted before 7:00 A.M. or after 6:00 P.M. unless prior arrangements have been made with the Architectural Committee.
- 2) Parking at the job site must be orderly and in compliance with Jess Ranch CC&R's.
- 3) No excessive noise will be permitted (radios, tape decks, language, etc).
- 4) Dog leash laws.
- 5) At completion of work, all trash must be removed from site location and Jess Ranch property.
- 6) Dumping of unused or washed concrete is not permitted.
- 7) No burning of fires on site.
- 8) Temporary curb ramps must be of wood or manufactured metal and be removed at the end of each working day.

Owner signature

Date.

ARCHITECTURAL SUBMISSION REQUIREMENTS

STATEMENT OF POLICY

Property in Jess Ranch is subject to recorded subdivision and San Bernardino County restrictions. These restrictions provide that the design of the building construction of **property improvements of any kind** require the approval of the Architectural Control Committee. This is in accordance with Article IX, of the Declaration of Restrictions, recorded November 27, 1985, County of San Bernardino.

The Committee was established to enhance the environmental quality and economic value of all properties in Jess Ranch and, working in cooperation with the property owners to help make our community a uniquely desirable place to live and play.

The committee does not seek to restrict taste or individual preferences. Their primary function is to review all plans so as to ensure that the design submitted is harmonious with other structures in the area. The committee strives to be completely fair and objective in its project review impartial and understanding of individual goals.

Signature

Date

