

# MORNINGSTAR ONE COMMUNITY ASSOCIATION ARCHITECTURAL AND LANDSCAPING IMPROVEMENT REQUEST

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Please complete, obtain all neighbors' signatures, sign and send with Exhibits A, B and C to:  
**MORNINGSTAR ONE COMMUNITY ASSOCIATION, ARCHITECTURAL COMMITTEE**  
c/o Avalon Management Group, Inc., 43529 Ridge Park Drive, Temecula, CA 92590

PROPERTY/PROJECT ADDRESS: \_\_\_\_\_  
SUBDIVISION:          Alderbrook          Meadowood          Rosemont (Circle one)          LOT# \_\_\_\_\_  
HOMEOWNER'S NAME: \_\_\_\_\_  
HOMEOWNER'S ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_          EMAIL: \_\_\_\_\_  
PROPOSED START DATE: \_\_\_\_\_          ANTICIPATED COMPLETION DATE \_\_\_\_\_  
NAME OF CONTRACTOR: \_\_\_\_\_ (if owner, say 'OWNER')  
DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAIN APPLICATIONS, PLEASE USE THE PAINTING APPLICATION (SEPARATE DOCUMENT).**

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST:

1. Description of proposed Improvements/Landscaping.
2. Location of Improvement in relation to all buildings and property lines, with dimensions. Include dimensions of proposed work. (May be shown on plot plan)
3. Description of materials and color scheme. May include photos.
4. If 'SOLAR PANELS' are being installed indicate type(s). ( ) Electrical ( ) Water heating
5. Exhibits A and B only. (Do not submit Exhibit C until the project is completed).  
Exhibits A and B to be signed by property owner and Exhibit C to be signed by ALL affected neighbors, as indicated on the exhibit.
6. Two (2) sets of plans when applicable.

PLEASE NOTE THAT EXHIBIT C MUST BE SUBMITTED WHEN PROJECT IS COMPLETED.  
The committee will make every effort to respond to your request in an expeditious manner.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
**Do not write below this line**

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( ) APPROVED AS SUBMITTED  
( ) APPROVED WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

( ) NOT APPROVED (May re-submit with new or additional information)  
REASON FOR 'NOT APPROVED': \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARCHITECTURAL COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

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EXHIBIT A  
CONDITIONS OF APPROVAL AND DISCLAIMER

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon with owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition(s), or improvement(s).

During the approval process, the Association may require that its architect, landscape consultant, attorney, contractor, etc., review the proposed plans. SUCH REVIEW(S) ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE OWNER TO ENSURE CORRECTNESS OF PLANS FROM EITHER A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage or additional maintenance to Association-owned land and/or Association maintained property.

The application FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association prior to the actual implementation of proposed plans.

PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION DOES NOT CHANGE OR ABROGATE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENTAL REGULATIONS:

Dated: \_\_\_\_\_

Accepted by: \_\_\_\_\_

Applicant's Signature

\_\_\_\_\_  
Applicant's Name



## 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.morningstarone.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](http://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](mailto: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.*

Morningstar One Community Association  
C/O Avalon Management  
43529 Ridge Park Drive  
Temecula, CA 92590  
Phone: (951) 699-2918

# MORNINGSTAR ONE COMMUNITY ASSOCIATION ARCHITECTURAL AND LANDSCAPING IMPROVEMENT REQUEST

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## EXHIBIT B FACING AND ADJACENT NEIGHBOR STATEMENT

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

This is intended to advise your neighbors who own property adjacent to your lot/property line of the improvements you plan to make. This includes side, rear and the possibility of front, or across the street neighbors. **Have each of your neighbor's sign this form in the corresponding spaces, in accordance with the diagram below.**

NOTE: Neighbors A & B must sign all applications. If the improvement is in your back yard, neighbors C, D and E must also sign. If the improvement is in the front yard, neighbors F, G and H must also sign. If no neighbors exist, or there is a vacant lot, please specify: "NO NEIGHBORS", "VACANT LOT" OR "NOT APPLICABLE (NA)". FAILURE TO HAVE THIS SECTION COMPLETED WILL DELAY YOUR APPLICATION.

<b>C</b>	<b>D</b>	<b>E</b>
<b>A</b>	<b>YOUR HOME</b>	<b>B</b>
	<b>YOUR STREET</b>	
<b>F</b>	<b>G</b>	<b>H</b>

NEIGHBOR	PRINT NAME AND ADDRESS	COMMENTS (ATTACH ADDITIONAL COMMENTS TO THIS FORM)	ACKNOWLEDGING SIGNATURE	LOT #
<b>A</b>				
<b>B</b>				
<b>C</b>				
<b>D</b>				
<b>E</b>				
<b>F</b>				
<b>G</b>				
<b>H</b>				

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**NOTICE OF COMPLETION**

**(Pictures must be submitted with the Notice of Completion for review by the Committee)**

Notice is hereby give that the undersigned is the Owner of the property located at:

\_\_\_\_\_

Address

\_\_\_\_\_

City

\_\_\_\_\_

Zip

The work of Improvement on the described property was COMPLETED on:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in accordance with the Association Review Committee's written approval through the above owner's plans and submitted package.

\_\_\_\_\_

OWNER'S SIGNATURE

\_\_\_\_\_

LOT #

\_\_\_\_\_

OWNER'S SIGNATURE

\_\_\_\_\_

DATED

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ARCHITECTURAL COMMITTEE \_\_\_\_\_ DATE: \_\_\_\_\_

( ) INSPECTION APPROVED

( ) INSPECTION APPROVED with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

( ) DISAPPROVED, due to the following:

\_\_\_\_\_  
\_\_\_\_\_

UPON COMPLETION OF IMPROVEMENTS, MAIL TO:  
MORNINGSTAR ONE COMMUNITY ASSOCIATION  
c/o Avalon Management Group, Inc.  
43529 Ridge Park Drive  
Temecula, CA 92590