



1. All requests (“Requests”) for Architectural Committee approval are to be made on the standard Bear Creek Master Association Home Improvement Form (Exhibit A).
2. Submission of Requests. All Requests are to be submitted to the Bear Creek Master Association Architectural Committee, c/o Avalon Management, 43529 Ridge Park Drive, Temecula, California 92590 or at the Bear Creek on-site office 22877 Bear Creek Dr. North, Murrieta, CA 92562. Requests may also be digitally submitted.
3. Construction Drawings. Plans and specifications for works of improvement must be prepared in accordance with the applicable building codes, and with sufficient clarity and completeness to enable the Architectural Committee to make an informed decision on your request.
4. Submission of Application or Improvements. Please forward your proposed plans and specifications, together with the standard Bear Creek Master Association Home Improvement Form (Exhibit A) and the Impacted Neighbor Statement (Exhibit B) along with the following information to the Architectural Committee to constitute a complete Application. Please mail this information to the address noted above in item #2. the following information constitutes a complete application package.
 - a. Plot plan drawn to scale showing the following:
 - i. All proposed improvements and relevant elevations, including existing or planned “slopes” together with the desired location of such improvements to dwelling and property lines.
 - ii. Complete dimensions of the proposed improvements.
 - iii. Streets, with the names that are contiguous to the property.
 - b. Description of materials to be used, including the proposed color scheme and pattern. Material samples should be provided; color samples must be provided.
 - c. Grading plans (if applicable) must establish where the drainage pattern might be altered by the proposed improvements.
 - d. Floor plans (if applicable) showing overall dimensions and area of improvements reflecting your preliminary design concept.
 - e. Description of proposed construction schedule.
 - f. Landscape plan and working drawings (if applicable).
 - g. If proposed improvements require access over the Common or Community Areas or Community Facilities for purposes of transporting labor or materials, prior written permission shall be required from the Association. Any such requests must be filed with the Community Board prior to the commencement of your improvements.
 - h. Any other information or documentation deemed to be necessary by the Architectural Committee in evaluating your request.
 - i. Please review the ARC Guidelines to ensure your submission complies with the Bear Creek Master Association Associations current guidelines. ARC Guidelines can be found at www.BearCreekMaster.com or through the Avalon Homeowner Portal.

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 www.BearCreekMaster.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, homeowner 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.

BEAR CREEK MASTER ASSOCIATION
HOME IMPROVEMENT FORM

OWNER INFORMATION:

Name: _____ Phone: _____

Site Address : _____ Email: _____

PROJECTS BEING SUBMITTED: (Please check all appropriate items)

- Air Conditioner
- Walls
- Landscaping
- Awnings
- Side Front
- Side Front Rear
- Lawn Only
- Rear Retaining
- Patio Cover
- Deck
- Extension
- Painting
- Drains (If Altering Existing Grade)
- Relocation
- Playhouse
- Gutters
- Green House
- Spa And Equipment
- Fence(s)
- Gazebo
- Pool And Equipment
- Trees
- Solar

Other: _____

Description of Improvements:

Please Ensure That the Following Details Are Shown on Your Plans and the Following Documents Attached:

- Current photos of existing property/residence ~or~ current photos of vacant property / property lines as they relate to existing properties and dwellings
- Names Of Plants
- Type Of Materials Used
- Type Of Wood Surfaces
- Color Scheme Three
- Plans/Drawings (Must Show Dimensions)
- Neighbor Signatures
- \$5,000.00 Refundable Security Deposit for New Home Development
- \$300.00 Refundable Deposit for Home Improvements
- \$300.00 Non- Refundable Preliminary Plan Review Fee (For Structural Modification or Improvement Made to An Existing).
- \$1,000.00 Non-Refundable Preliminary Plan Review Fee for New Construction. All Fees & Deposits Must Accompany the Architectural Application

PROJECT DETAILS:

Lot Size: _____ Acres: _____

Height:

Number of Stories: _____ Height of Highest Point: _____ Maximum Height Permitted: _____

Square Footage:

Inside Living Area: _____ Garage Area: _____ Auxiliary Structures: _____

Total Area Covered by Structures: _____

(Include Auxiliary Buildings, Pools, Porches, Tennis Courts, etc.):

Fencing (Submit photos to show color and style):

Height: _____ Length: _____ Design: _____

Materials:

Finish : _____

Roof (Submit Samples/Photos):

Material: _____ Color: _____

Building Exterior (Submit Samples/Photos):

Materials:

Painting (Submit Enclosed Painting Diagram and Paint Chips/Samples)

Landscaping (Submit Plans to Show Scope of Work, Locations, and Dimensions, and Photos/Samples)

Materials:

Walkways/Patios/Driveways (Submit Samples/Photos):

- | | |
|-----------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Concrete with Broom Finish | <input type="checkbox"/> Stone (Note Color) |
| <input type="checkbox"/> Concrete with Rock Salt Finish | <input type="checkbox"/> Mexican Tiles |
| <input type="checkbox"/> Concrete with Exposed Aggregate Finish | <input type="checkbox"/> Railroads Tiles |
| <input type="checkbox"/> Stamped Concrete | <input type="checkbox"/> Wood Deck |
| <input type="checkbox"/> Brick (Type and Color) | <input type="checkbox"/> Pavers |
| <input type="checkbox"/> Other: | |

Other (Submit photos to show color and style):

Height: _____ Length: _____ Design: _____

Materials:

NOTE: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer and approved by the County of Riverside or City of Murrieta. The review is intended to consider the aesthetic appearance of the drains, pipes and coring and other applicable aspects of drainage. Plans are not reviewed from the standpoint of structural safety or conformance with building or other codes. Owner may need approval from the City of Murrieta to encroach within public easements, City’s easement, or right-of-way. Building permits may need to be obtained from the City of Murrieta for improvements such as patio covers, gazebos, spas, pools, etc.

Each application must include complete sets of working plans that include plot plans, building floor plans, complete building elevations, grading and improvement plans, specifications, and landscape plans (softscape and hardscape).

The applicant has been provided with copies of all the Bear Creek Master Association’s CC&Rs, Rules, Guidelines and agrees to be bound by and comply to the same.

Signature of Owner: _____ Date: _____

Submit Applications, Plans, and Photos/Samples to one of the following:

1. **Email: tarc2@avalonweb.com**
2. **Mail: 43529 Ridge Park Drive, Temecula, CA 92592**
3. **In Person: 22877 Bear Creek Drive North Murrieta, CA 92562**

IMPACTED NEIGHBOR STATEMENT

It is the intent of the Architectural Committee to notify neighbors on any improvements which may impact their use and enjoyment of their property. the Committee and/or the Board may waive the requirement for neighbor notification on an individual basis. Neighbor approval or disapproval of a particular improvement shall only be advisory and shall not be binding in any way on the Architectural Committee's decision.

1. Definitions: Facing Neighbor, Adjacent Neighbor, and Impacted Neighbor.

Facing Neighbor: Means the three (3) homes most directly across the street.

Adjacent Neighbor: Means all homes with adjoining property lines to the Lot in question.

Impacted Neighbor: Means all homes in the immediate surrounding area which would be affected by the construction of any improvements.

2. Improvements Requiring Notification

Any exterior improvements that may impact the neighbors in the Community.

3. Statement

The Facing, Adjacent and Impacted Neighbor Notification Statement set forth on the next page (Exhibit "B") must be provided to the Architectural Committee to verify the neighbors have been notified about the proposed improvements.

BEAR CREEK MASTER ASSOCIATION
 FACING, ADJACENT AND IMPACTED
 NEIGHBOR NOTIFICATION STATEMENT

The attached plans were made available to the following neighbors for review.

Impacted Neighbor	Impacted Neighbor
Name _____	Name _____
Address _____	Address _____
Signature _____ Date _____	Signature _____ Date _____

Common Area or Back Yard - Rear of Home

Adjacent Neighbor		Adjacent Neighbor
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Signature _____ Date _____	Name _____ Address _____	Signature _____ Date _____

Your Street - Front of Home

Facing Neighbor	Facing Neighbor	Facing Neighbor
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Signature _____ Date _____	Signature _____ Date _____	Signature _____ Date _____

My neighbors have seen the plans I am submitting for Architectural Committee approval (see above verification). If any neighbor has a concern, they should notify Avalon Management in writing. Please note that neighbor objections do not in themselves cause denial of the plans, however, those concerns may be considered by the Committee. All above boxes must be filled out whether or not a signature has been obtained.

SUBMITTED BY:

Name: _____ Date: _____

Address: _____ Phone: _____

OWNER & GENERAL CONTRACT
ACKNOWLEDGEMENT OF GENERAL RULES

The undersigned has read the General Rules for Contractors, Owner Builder, and Service Personnel and by execution hereby agrees to the terms and conditions specified therein.

General Contractor Name/Company: _____

General Contractor Signature: _____ Date: _____

General Contractor License #: _____ Phone Number: _____

The undersigned have read the General Rules for Contractors, Owner Builder and Service Personnel ; as well as, Owner Responsibility.

General Regulations and by execution hereby agree to the terms and conditions specified therein.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Phone Number: _____

Address/Lot# _____ Phase: _____

MODIFICATION OF APPROVED PLANS

Only the Owner of the property for which the projects proposed may apply to the Architectural Review Committee.

Name of Applicant _____ Phone _____

Dwelling or improvements to be constructed on: Lot# _____ Phase _____

Street Address _____

We or I propose to commence construction on or about: _____

Proposed construction will be completed on _____ Approval will require completion of the improvement(s) within the time period indicated.

Name of Architect or Designer: (Print) _____

Telephone: _____ Address: _____

Name of State Licensed General Contractor: (Please note if Owner Builder)

(Print Name) _____ Telephone# _____

Company: _____ General Contractor License# _____

Address _____

We or I propose to modify the following:

You are hereby advised that the work described above is proposed and is a modification of prior approved plans. Attached are plan/drawings in triplicate as well as, types of materials, colors, and other pertinent information to be used as indicated. We understand all required city permits will not be granted until approval is given by the Architectural Control Committee.

The applicant has been provided with copies of all the Master Association's rules and procedures and agrees to be bound by and comply to the same.

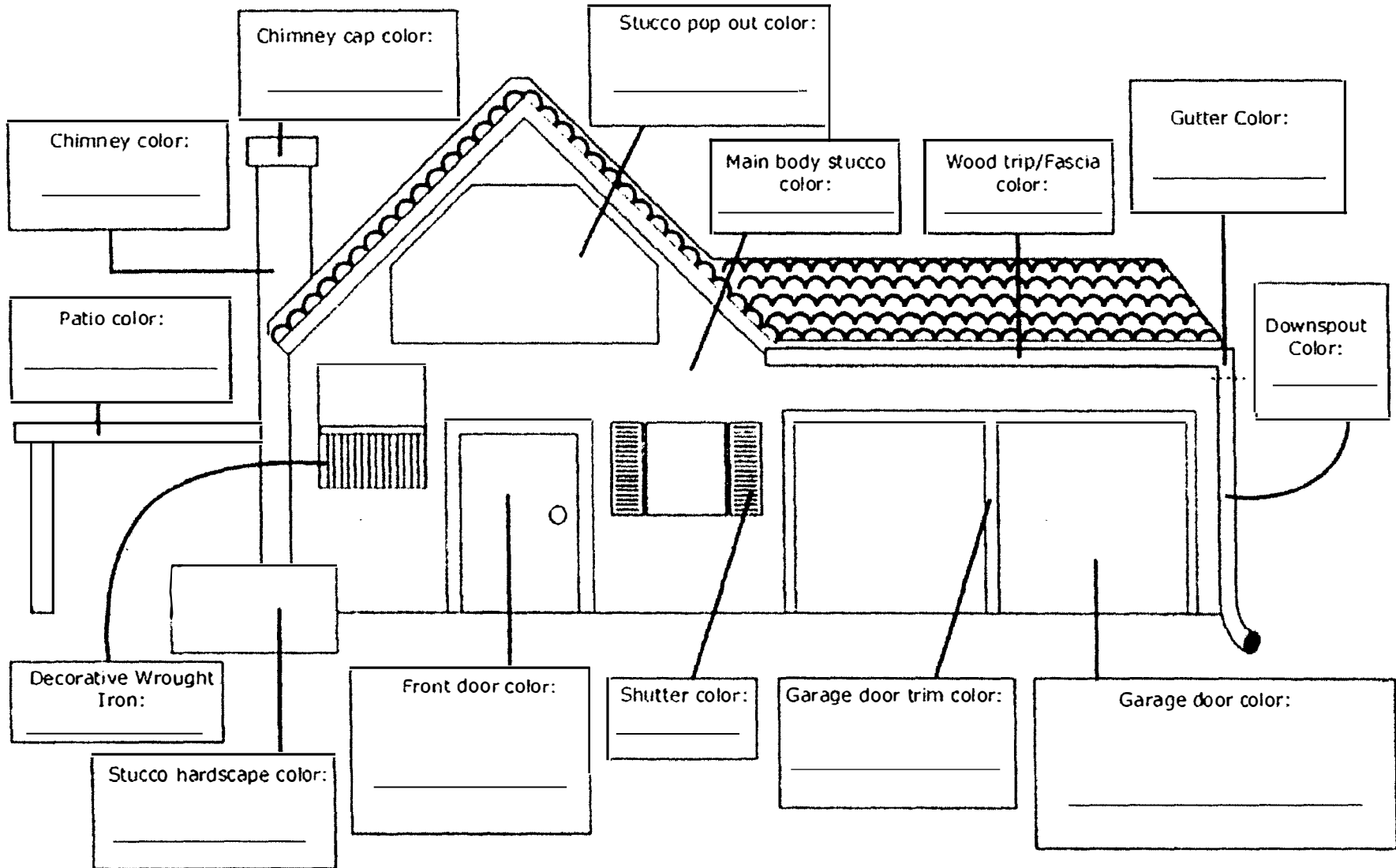
Signature of Applicant _____ Date _____

REQUIRED WITH PAINTING APPLICATION

Indicate the name and number of the paint color in the appropriate boxes.

DATE: _____

PROPERTY ADDRESS: _____



BEAR CREEK

Please supply photo(s) of the completed improvement(s)

Bear Creek Master Association
43529 Ridge Park Drive
Temecula, California 92590
Email: tarc2@avalonweb.com

Re: Application #: _____

Notice is hereby given that, type of modification(s) completed:

The undersigned is the owner(s) of the property located

at: (Street Address)

The work of improvement on the described property was COMPLETED ON THE ____ day of _____, 20__ in accordance with the Architectural Committee's written approval of the above owner's plans and submitted package.

Signature of Owner: _____

Date: _____

Phone #: _____