

## Encinitas Ranch Homeowners Association

### Architectural Improvements

#### Painting Application Process

The process, activities and time frames below are intended to assist homeowners who are interested in repainting the exterior of their homes.

The Architectural Guidelines and CC & R's require that the application be processed completely within 45 days. This formal approach is intended to guide the homeowners and association with a better understanding of the process and allow everyone to track progress.

It does not apply to homeowners who simply wish to repaint their homes the same exact colors. In this case, the homeowner is requested to complete an Architectural Application for Painting and submit to N. N. Jaeschke to put on file so the association can track those houses that have been repainted. No processing fee is required.

Step	Activity	Time Frame (Business Days)
1	Homeowner completes an Application for Architectural Improvements – Painting (the form can be found on the Encinitas Ranch HOA web site at <a href="http://www.encinitasranch.org/forms.html#">http://www.encinitasranch.org/forms.html#</a>  This submittal is to include the processing and review fees as well as a complete application with a digital photo of the front of the house, current paint colors and proposed paint colors with samples	1 Day
2	N. N. Jaeschke receives the application and creates a file for follow-up and forwards the submittal to Ballard & Morales, for review	2 – 5 Days
3	A preliminary review of the application is conducted by the Association's Architect - Reviewed for completeness - Reviewed to see if the proposed colors are consistent with the overall theme and policy of the community - Examine any potential red flags like very deep colors and tones	2 – 5 Days
4	A form letter notifying the homeowner of the preliminary assessment of the application is sent by N. N. Jaeschke. This form letter will either tell the homeowner one of two decisions: 1) <u>Preliminary approval</u> of the proposed color scheme and authorization to proceed with the sample paints 2) <u>Additional review required</u> by the members of the Architectural Committee due to excessive color deviation from the established community aesthetics	2 – 5 Days
5	The homeowner notifies N. N. Jaeschke either in writing or email that the home is ready for a review	2 – 5 Days

	by the Architectural Committee. Once this written notification is received by N. N. Jaeschke, the Architectural Committee is notified via email to coordinate an on-site review.	
<b>6</b>	An on-site review of the proposed paint scheme is conducted by the Architectural Committee using the paint samples on the house. The Architectural Committee notifies N.N. Jaeschke and Ballard & Morales of the outcome of the review in writing via email.	2 – 5 Days
<b>7</b>	Once Ballard & Morales receive approval of the color scheme they will send out a formal notification to either proceed with the painting.  If approval is denied then Ballard & Morales will send out formal notification that the homeowners needs to submit new color(s) to address specific issues raised during the Architectural Committee review	2 – 5 Days
<b>8</b>	Homeowner proceeds with having their house painted	5 – 10 Days
<b>9</b>	Homeowner submits a Notice of Completion (NOC) to N. N. Jaeschke	1 Day
<b>10</b>	N.N. Jaeschke notifies Ballard & Morales so that they can conduct an on-site review so that they can ensure that the painting matches what was submitted and approved. The homeowner file is then amended to indicate that the painting has been completed per application. The Architectural Committee strives to maintain the original architectural design for Encinitas Ranch.	3 – 7 Days

**Total Time required for approvals from start to finish: 13 – 31 days**