

HOMEOWNER INFORMATION

Owner Name(s): _____

Property Address: _____

Phone Number: _____

Email Address: _____

Village: _____

ARC checklist

Do you have each item under each category?

All applications must include your plot map. All applications must be completed prior to submittal and must be submitted no later than 2:00pm at least three (3) business days prior to the scheduled meeting.

EXTERIOR PAINT

- | | |
|---|--|
| ☐ Swatch samples | ☐ Accent color (shutters, front door) |
| ☐ Body color | ☐ Picture of existing front of house |
| ☐ Trim color | ☐ Color swatch, 4x4 or 8X10 color sample of paint |

LANDSCAPING

- | | |
|---|---|
| ☐ Sample of artificial turf | ☐ Dimensions and materials for planter beds with color and color samples |
| ☐ Sample of rocks or mulch | ☐ Dimensions and location of artificial turf |
| ☐ Picture of pavers or cement color & finish | ☐ Location of street tree removal / replacement (Oakmont and Olympic optional) |
| ☐ Type of tree | ☐ Type of tree being removed / replaced |
| ☐ Type of plants / shrubs | ☐ Location on plot map |

SHED/TRASH ENCLOSURE

- | | |
|--|---|
| ☐ Materials to be used for shed | ☐ Materials to be used for trash enclosure |
| ☐ Dimensions of shed | ☐ Dimensions of trash enclosure |
| ☐ Location on plot map | ☐ Color of trash enclosure |
| ☐ Color | ☐ Concrete pad for trash enclosure |
| ☐ Location on plot map | |

WINDOWS/DOORS

- | | |
|--|--|
| ☐ Location of window being replaced | ☐ Location of door being replaced (front, back, side) |
| ☐ Size of window being replaced | ☐ Materials used for door replacement |
| ☐ Color of window trim | ☐ Dimensions of door replacement |
| ☐ Location on plot map | ☐ Color of front door |
| | ☐ Location on plot map |
-

OTHER

- | | |
|---|--|
| ☐ Solar – Need full proposal from vendor | ☐ Concrete - Need materials, colors, dimensions, location |
| ☐ Trellis – Need full proposal from vendor | ☐ Walkway - Need materials, colors, dimensions, location |
| ☐ Windscreen – Need full proposal from vendor | ☐ Sidewalk - Need materials, colors, dimensions, location |
| ☐ Patio Cover – Need full proposal from vendor | ☐ Location of all on plot map |

Village Association Architectural Application Form

Purpose and Importance:

The purpose of this Architectural Application Form is to ensure that all exterior modifications, additions, or improvements made to properties within the community are consistent with the HOA's standards and governing documents. This process helps preserve the aesthetic integrity, property values, and overall visual harmony of the neighborhood.

Why This Form Is Required:

- **Compliance with Governing Documents:** Ensures all changes align with the HOA's CC&Rs, architectural guidelines, and community standards.
- **Material and Color Approval:** Allows the ARC to review proposed materials and paint colors to maintain visual consistency.
- **Acknowledgement and Accountability:** Requires signed consent and understanding of responsibilities.

How to submit the form:

Step 1: Complete the Application

- Fill out all required fields in the form.
- Ensure all attachments are included:
- Plot map, material specs, paint samples, and photos.
- Sign and date the owner acknowledgement sections.

Step 2: Submission:

You can submit your completed application in one of the following ways:

- Submit the application 3 days prior to the Architecture Meeting
- Email: Send the completed form and attachments to: Architecture@mytrv.org
- Mail or Drop-Off: 990 Summerset Drive, Rio Vista, CA 94571. Include all printed materials in a sealed envelope labeled "Architectural Application."
- Online Portal: www.frontsteps.mytrv.org. Log in to your HOA member portal and upload the form under the "Architectural Requests" section.

Step 3: Wait for the ARC meeting;

- The Architectural Review Committee will evaluate your application. Most committees meet every 2 weeks.
- You will receive written approval, denial, or a request for more information as soon as possible. The Architecture Coordinator will notify all owners via email within 7 business days of the committee decision.
- Work may only begin after written approval is received.

We appreciate your cooperation in helping maintain the quality and appearance of our community. If you have questions, please contact the HOA office or visit the member portal at mytrv.frontsteps.com.

• HOA Office

990 Summerset Dr
Rio Vista, CA 94571

 **Phone:** 707.374.4843

 **Email:** architecture@mytrv.org

 **Website:** www.mytrv.frontsteps.com

Village Association Architectural Application

Homeowner Information

Owner Name(s): _____ Property Address _____

Phone Number: _____ Email Address: _____

Village: _____ ☐ Self Improvement ☐ Professional Improvement

Project Description

Type of Improvement (check all that apply):

- | | | |
|---|--|--|
| ☐ Exterior Paint | ☐ Windows/Doors | ☐ Landscaping |
| ☐ Fence | ☐ Shed | ☐ Trash Enclosure |
| ☐ Other: _____ | | |

Detailed Description of Work:

Required Attachments

- ☐ Plot plan or drawing showing location of improvement (please use the Plot Plan / professional drawing)
- ☐ Material specifications (type, brand, finish and spec sheets)
- ☐ Paint color samples (body, trim etc. Please include a picture of your home and neighboring homes.)
- ☐ Photos of current condition (before improvement)

Member Acknowledgement

Homeowners acknowledge that it is my/our responsibility to ensure positive drainage to area drains from our lot so as to not affect neighbors' lots. The Association recommends using an engineer to certify drainage.

Owner Signature _____ Date _____

Homeowners acknowledge that it is my/our responsibility to communicate with our neighbors about construction, elevated noise, and timing of any exterior project. I/we understand that the Association will not reach out to my neighbors to provide notice or gain their acknowledgement.

Owner Signature _____ Date _____

Permit Compliance

I/we acknowledge that it is my/our responsibility to obtain all necessary permits from the city or county before beginning work. The HOA's approval does not constitute permit approval.

Owner Signature _____ Date _____

General Conditions of Approval

1. Improvement must comply with Covenants, Conditions and Restrictions, final Subdivision Map, and established Association Standards previously approved by the Board of Directors.
2. After approval, prior to beginning construction (if any), homeowner should obtain all necessary governmental approvals if applicable. Construction shall comply with applicable laws, ordinances, codes and regulations within the City of Rio Vista.
3. No construction materials or debris of any type shall be stored or dumped on any street within the development without a tarp underneath and cover.
4. Any changes to the approved plans during construction will require the approval of the Architectural Committee.
5. Please return a Notice of Completion form upon completion of project so an inspection of the improvement can be made. An attempt will be made to notify the homeowner in advance of inspection.

Application Acknowledgement

I/we certify that the information provided is accurate and complete.

I/we agree not to begin work until written approval is received from the Architecture Coordinator.

I/we understand that incomplete applications may delay the review process and the start of the project.

Owner Signature: _____ Date: ____/____/____

Architectural Review Committee Use Only

☐ Approved

☐ Denied

☐ More Information Required

Comments:

Approved By: _____

Date: ____/____/____

Approved By: _____

Date: ____/____/____

Approved By: _____

Date: ____/____/____

Approved By: _____

Date: ____/____/____

Approved By: _____

Date: ____/____/____