

Process for Customization in Permissible License Area

- 1) Unit owner to review Guidelines with rule and criteria for evaluating request.
- 2) Unit owner to prepare paperwork to be submitted:
 - Complete Architectural Change Request Form.
 - Attach detailed landscape and hardscape plans/drawings/schematics depicting all proposed landscape, hardscape and irrigation changes for the Permissible License Area.
 - Complete Permissible License Area Worksheet that includes detailed implementation plans for what will be removed, what will be altered, and what new materials will be installed.
 - All plants/shrubs must be identified and placement indicated.
 - Schematic of irrigation system must indicate current system and any changes, such as removal, change in height, change in sprinkler head, etc.
 - Hardscape must identify materials, placement, slope, etc.
 - Unit owner acknowledges the legal documents that will need to be signed and fees involved.
 - Add check for \$150 made out to RDTA to cover costs for legal documents and filing. Check to be held until plans approved. If plans denied, check will be returned.
- 3) Unit owner mails Architectural Change Request Form, drawings, Permissible License Area Worksheet and check to RDTA, PO Box 17373, Anaheim, CA 92817.
- 4) Paperwork received, dated, and forwarded to RDTA Architectural Committee and Landscape Committee members for review and vote. Check held.
- 5) Committee recommendations forwarded to RDTA Board of Director members for review and vote.
- 6) If request is approved by RDTA Board, paperwork and check forwarded to Golden West Property Management.
- 7) Golden West does title search to verify all names on deed to unit.
- 8) Golden West fills in and mails unit owner Revocable License Agreement (with plans and terms exhibits attached) and Memorandum of Agreement (with list of names of owners on deed attached) documents with instructions that all individuals listed on deed must sign and signatures notarized.
- 9) Unit owners listed on deed go to a notary and sign Revocable License Agreement (with plans and terms exhibits attached) and Memorandum of Agreement (with list of names of owners on deed attached) documents and returns to Golden West Property Management, 6101 Ball Rd Ste 301, Cypress, CA 90630.
- 10) Golden West deposits \$150 check from owner.
- 11) Golden West mails Revocable License Agreement (with plans and terms exhibits attached) and Memorandum of Agreement documents with owner signatures to RDTA Board president and secretary. President and secretary go to notary and sign the two documents, then mails back to Golden West.
- 12) Golden West Property Management representative records the Memorandum of Agreement with the County of Orange.
- 13) Golden West mails copies of paperwork to unit owner.
- 14) Copies of paperwork kept on file by Golden West Property Management.
- 15) Golden West adds the unit address to the monthly complex walks list to be checked every six months.

NOTES:

- There is a mandatory 30-day cycle for processing paperwork – mandated by the State of California. If the above process has not finished the approval cycle within 30 days from original receipt of paperwork from unit owner, the unit owner's application must be denied, with explanation to resubmit for process to continue. The process will pick up where it left off.
- If paperwork submitted is incomplete in any way, the unit owner is notified to provide the missing items/data. The 30-day cycle begins again on the receipt of the new information from unit owner.