

SUBMISSION REQUIREMENTS

1. Please note the following ways you are allowed to submit your architectural application to the Architectural Committee and HOA Organizers.

- **Please submit your plans/application digitally to: ARC@Morrisonranchstates-HOA.org and CC Morrisonranch@hoaorganizers.com in order to avoid delays in processing**

The following information should be attached (as applicable):

- > Description of improvement or deletion (include dimensions, materials to be used, color.)
- > Location of improvement and residence on plot plan with dimensions to wall/fence line.
- > Elevation i.e. detailed measurements, of proposed improvement relating to existing house.

If this application and the required plans are not complete, legible or sufficiently illustrative to be acceptable or approved, such plans will be returned to the homeowner un-reviewed and will require resubmission with required acceptable documentation.

If you wish to **mail or hand deliver** your architectural application, please submit this completed form and accompanying documents, plans, specifications, etc. to:

HOA Organizers, Inc.
C/O: MRE HOA- ARCHITECTURAL
20847 Sherman Way, Penthouse
Winnetka, CA 91306

2. Submission, retention and contents of plans are the **sole** responsibility of the homeowner. In addition, compliance with all Architectural Committee Rules is the **sole** responsibility of the homeowner. Homeowners should not assume that their contractors know the rules.
3. The homeowner requesting approval must submit **all** plans. Plans may be prepared by anyone (homeowner, architects, designers, landscapers, etc.). Approvals are granted for the lot and its owner.)
4. Upon completion of your approved project, please fill out and submit the completion form that will be sent to you once you receive your approved application.