

## SUBMISSION REQUIREMENTS

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

- 1) For the quickest response, you can submit your plans/application digitally via **email** to:

[Arc@MorrisonRanchEstates-HOA.org](mailto:Arc@MorrisonRanchEstates-HOA.org)  
and copy [Morrisonranch@hoaorganizers.com](mailto:Morrisonranch@hoaorganizers.com)

- 2) You can also **mail or hand deliver** your architectural application. Please submit this completed form and accompanying documents, plans, specifications, to:

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

The following information should be attached (as applicable):

- Description of improvement or deletion (include dimensions, materials to be used, color, etc.)
- Location of improvement and residence on plot plan with dimensions to wall/fence line.
- Elevation with 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.

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.

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.)