PLAN SUBMITTAL DEADLINES & MEETING DATES

The Design Review Committee meets once a month. Per the TMC CC&Rs, the Design Review Committee shall give notice of its decision and the reasons therefore to the Owner submitting the plans within forty-five (45) days after the Design Review Committee receives all required materials. A complete submittal package must be received by management no later than the posted deadline date to allow for processing and review by the Architectural firm prior to the scheduled meetings. Any submittals that are incomplete will not be reviewed by the DRC and will be returned to the homeowner. All plans are reviewed by the DRC in the order they are received, and each meeting is limited to 40 sets for review.

Deadline to Submit Plans (20 days prior to DRC meeting)	**DRC Meeting Review Dates (4th Thursdays except as noted)**
January 2, 2026	January 22, 2026
February 6, 2026	February 26, 2026
March 6, 2026	March 26, 2026
April 3, 2026	April 23, 2026
May 8, 2026	May 28, 2026
June 5, 2026	June 25, 2026
July 3, 2026	July 23, 2026
August 7, 2026	August 27, 2026
September 4, 2026	September 24, 2026
October 2, 2026	October 22, 2026
October 29, 2026	November 18, 2026 (3rd Wednesday)
November 19, 2026	December 9, 2026 (2nd Wednesday)
January 8, 2027	January 28, 2027

Every attempt will be made to issue plan review results as expeditiously as possible. Results are typically emailed and mailed to the homeowner approximately 5 business days after applications are reviewed at monthly DRC meetings.

TMC
TALEGA MAINTENANCE CORPORATION

ARCHITECTURAL SUBMITTAL CHECKLIST

PLEASE NOTE - Applications are to be submitted digitally to TALEGA@ciramail.com. Please include all attachments, including photographs, in an email with your address in the subject line.

- ☐ **Property Improvement Form** - Must be completed and signed by owner.
- ☐ **Neighbor Awareness Form** – If an adjacent impacted neighboring home is unoccupied or if there is a hill, slope, or common area adjacent to your home, please write that in the space provided on the form.
- ☐ **General Conditions Agreement** - Must be completed and signed by owner.
- ☐ **Exterior Paint Submittal Forms** – If you are painting your home, please submit two (2) different paint scheme options. If your home is not being painted as part of the project, these forms do not need to be completed.
- ☐ **Color Photographs** – Of the front, rear, sides, front and back yards of your home.
- ☐ **[PAINT APPLICATIONS ONLY]** – In addition to photos of your home, also submit color photographs of:
    a. The front of the adjacent neighbors to the left and right of your property (as applicable)
    b. The front of the three neighbors across the street from your property (as applicable)
    c. Close-up photos of any stone or brick veneer on your home and the front door.
    d. **Optional, but so very helpful** – Include a photograph of your home and indicate the color you are going to paint each area/element by drawing/writing on the photo.
- ☐ **Detailed Drawings, Plans and Specifications** – Must be prepared in accordance with applicable building codes and with clarity and completeness following industry standards and adequately describe the proposed work. Depending on the type of Improvement, include with your completed application: accurately scaled and dimensioned site plan with elevations, topographic survey, grading plan, floor plan, landscape plan, pool plan, mechanical & solar energy plan, exterior color & finishes, specifications, roof plan, fence & wall plans and/or site or building sections.
- ☐ **Detailed Landscape Plan** - Indicate a complete scope of work including proposed and "existing to remain" elements. Include grading, irrigation and drainage systems, driveways, walks and hardscape, planting area, planters, decks, fences and walls, stairs, trellises, arbors, gazebos, pools, spas, ponds, fountains, waterfalls, waterslides, ground covers, shrubs, trees, ornamental boulders, recreation areas, courtyards, courtyard lighting, apparatus, fireplaces, fire pits, light poles, planting plan, plant legend and any other Improvements. Include sizes and quantities.
- ☐ **Materials Specifications & Colors** – Brochures, samples and/or specifications for all proposed materials such as but not limited to roof materials, lighting, planters, water features, hardscape (tile, colored or stamped, concrete, stone veneer, brick, concrete caps, gravel).
- ☐ **Review Fee** – The fee is payable to Talega Maintenance Corporation and covers the cost of review by a professional architectural firm. Payment via check may be delivered to the Talega Swim & Athletic Club, 100 Calle Altea, San Clemente, CA 92673. Please note additional architectural and legal fees may be required for complex submissions. Fee schedule on next page (Property Improvement Application).
- ☐ **Design Workshops** – At any point in the process, homeowners may book time with Talega's consulting architect via Zoom. Fee is $110 for up to 30 minutes and $55 for each 15 minutes thereafter. Contractors or designers are welcome to attend with homeowners.

Questions or to request a design workshop, please contact Talega's Architectural Coordinator at TALEGA@ciramail.com or at the Talega Swim & Athletic Club at (949) 361-8466

PROPERTY IMPROVEMENT FORM

Owner Name: _____ Email: _____

Property Address: _____ Neighborhood: _____

Mobile Phone: _____ Other Phone: _____

PLEASE CHECK ALL PROPOSED IMPROVEMENT(S). Items not checked will not be reviewed or approved.

ARCHITECTURAL

- ☐ AWNINGS(S)
- ☐ BALCONY
- ☐ GAZEBO
- ☐ CALIFORNIA ROOM
- ☐ LIGHTING
- ☐ PATIO COVER
- ☐ PAINTING
- ☐ GUTTERS/ DOWNSPOUTS
- ☐ SKYLIGHTS
- ☐ ROOM ADDITION
- ☐ DOORS AND/OR WINDOWS
- ☐ PAVILION
- ☐ ROOFING REPLACEMENT
- ☐ SIDING REPLACEMENT
- ☐ GARAGE DOOR

LANDSCAPE/HARDSCAPE

- ☐ DRAINS
- ☐ FENCE(S)/WALL(S):
- ☐ FRONT
- ☐ SIDE
- ☐ REAR
- ☐ RETAINING
- ☐ RELOCATION
- ☐ LANDSCAPE:
- ☐ FRONT
- ☐ REAR
- ☐ HARDSCAPE
- ☐ FRONT
- ☐ REAR

EQUIPMENT

- ☐ AC CONDENSER
- ☐ SPORT EQUIPMENT
- ☐ PLAYHOUSE
- ☐ POOL and EQUIPMENT
- ☐ SPA and EQUIPMENT
- ☐ SOLAR PANELS
- ☐ PLAYGROUND EQUIPMENT
- ☐ FIRE PIT
- ☐ FIREPLACE
- ☐ OUTDOOR KITCHEN
- ☐ CLOTHESLINE
- ☐ FLAG OR BANNER
- ☐ FOUNTAIN OR WATER FEATURE

OTHER_____

**Pursuant to Civil Code § 4765, by submitting an architectural application to the Design Review Committee (DRC), the owner represents and warrants to the DRC and Talega Maintenance Corporation that the plans and specifications submitted in connection with the application do not violate any governing provisions of the law, including but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 et seq.), or a building code or other applicable law governing land use or public safety. Neither the Association's managing agent(s), the Board, nor the DRC reviewing the property improvement(s) is responsible for becoming knowledgeable of, interpreting, or enforcing the Laws and Codes that may be applicable to the subject improvement(s), and, therefore, neither the DRC nor the Board shall confirm compliance or noncompliance with the Laws and Codes as part of the review process. Accordingly, you are responsible for confirming compliance with the Laws and Codes, and any approval by the DRC or Board shall not be deemed a statement, representation, or warranty that your plans are in compliance with the Laws and Codes.*

REVIEW FEES

Payment of all applicable fees to Talega Maintenance Corporation is required to cover the direct cost of professional architectural review for homeowner improvements. The review fee check is to be made payable to **Talega Maintenance Corporation**. All review fees are non-refundable and shall accompany the submittal in the amount as outlined below. Please note additional architectural and legal fees may be required for complex submissions. Fee includes initial submission review, plus one resubmission review and one Notice of Completion review. Additional submissions are $220 each and additional NOC reviews are $100 each.

☐ **Major [$450/app]** - e.g., room additions, extensive exterior elevation renovations, pools, or cumulative application of (3) Moderate items.

☐ **Moderate** [**$300/app]** - e.g., individual applications for attached patio covers, deck enclosures, new door or window installations, front and rear hardscape/landscape or cumulative application of (3) Minor items.

☐ **Minor** [**$250/app] -** e.g., individual applications for driveways, spas, fountains, gazebos, arbors, garden walls, or cumulative application of (3) Basic items.

☐ **Basic** [**No Fee]** - e.g. exterior paint, garage door replacement, front door, light fixtures, gates, standard roof solar energy systems, electrical charging stations, power walls, HVAC replacement in same exact location, "like-for-like" window replacement or artificial turf "like-for-like" replacement.

☐ **Design Workshop** – Not sure if your project conforms to TMC's Architectural Guidelines? Book time with Talega's consulting architect via Zoom before submitting! Fee is $110 for up to 30 minutes and $55 for each 15 minutes thereafter. Contractors and designers are welcome to attend with homeowners. Call or email management at 949.361.8466 or TALEGA@ciramail.com to schedule.

TALEGA

NEIGHBOR AWARENESS FORM

The attached plans were made available to the following neighbors for review:
In addition to this signed form, neighbors are to place their signature on the proposed plans

Impacted Neighbor	Impacted Neighbor
Address	Address
Print Name	Print Name
Signature Date	Signature Date
Comment	Comment
E-Mail	E-Mail

Common Area or Back Yard - Rear of Home

Adjacent Neighbor		Adjacent Neighbor
Address		Address
Print Name		Print Name
Signature Date		Signature Date
Comment		Comment
E-Mail		E-Mail

Name_____
Address_____

Your Street - Front of Home

Facing Neighbor	Facing Neighbor	Facing Neighbor
Address	Address	Address
Print Name	Print Name	Print Name
Signature Date	Signature Date	Signature Date
Comment	Comment	Comment
E-Mail	E-Mail	E-Mail

IMPORTANT NOTE: If a residence objects to any improvement(s) on the plan, he or she must submit a written letter stating the specific reasons for the objections to the improvement(s) to the DRC within 5 business days of reviewing the plan. Neighbor approval or disapproval of a particular Improvement shall only be advisory and shall not be binding in any way on the DRC's decision.

My neighbors have seen the plans I am submitting for the Design Review Committee review (see above verification). I, as the Owner, certify that I have requested that my neighbors sign this statement confirming notification. I understand neighbor objections do not in themselves cause denial of the plans.

Signature of Owner _____ Date_____

Address_____

TALEGA

TO THE TALEGA MAINTENANCE CORPORATION, I UNDERSTAND AND AGREE TO THE FOLLOWING CONDITIONS:

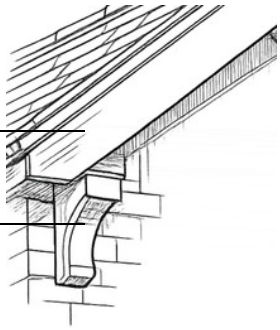
1. I have read the Architectural Guidelines and have submitted a complete application package accompanied by the plans specified in the Talega Maintenance Corporation Architectural Guidelines, which depict the work proposed. I agree to pay all applicable Submittal Fees and Construction Deposits as required.
2. If I fail to obtain the approval of the DRC prior to commencing construction of improvements, or if my construction does not comply with approved plans; this action shall constitute a violation of the CC&Rs of the Talega Maintenance Corporation and I will be required to modify or remove the unauthorized improvements at my expense. Likewise, I agree to reimburse the Talega Maintenance Corporation for any and all expenses that will be incurred assuring my compliance with these guidelines.
3. The 45-day review period will not commence until a properly completed and submitted application has been received, including the fee. *Submissions received after the deadline for acceptance will be reviewed at the next DRC meeting*.
4. Nothing contained in the approval of my plans shall be construed as a representation that the improvements made in accordance with these plans and specification does not violate the CC&Rs, the applicable Orange County Building and Zoning Codes, or the land use regulations of the Talega Maintenance Corporation. Further, nothing contained in such approval shall be construed as a waiver or modification of any such restrictions, codes or ordinances. Approval by the DRC shall not be considered a substitute for approval by the necessary and appropriate government agencies and the issuance of any required permit.
5. In addition to obtaining the DRC's consent for the construction of improvements, I may be required to obtain a building permit from the appropriate governmental agencies prior to the commencement of any work. The DRC does not assume any responsibility for my failure to obtain such permits. Likewise, the DRC does not advise as to the necessity for permits, or review plans for the purpose of guaranteeing quality of work or compliance with specific governmental requirements. The responsibility for obtaining any and all permits and subsequent inspections is my responsibility.
6. It is my responsibility to notify my contractor of all the Rules & Regulations that will govern the construction project in the Talega Maintenance Corporation. I take responsibility for the actions of my contractor and subcontractors and their conformance to the Rules and Regulations.
7. Upon receiving written approval from the DRC, I agree to conform to all of the Construction and Contractor Rule and Hours of Operations for the Talega Maintenance Corporation. All operations shall be carried out between the hours of 7:00 AM and 6:00 PM, Monday - Friday and on Saturday 8:00 AM to 6:00 PM. No work is allowed on Sundays or Federal holidays.
8. Signs of tradesmen, contractors, or installers identifying the property as the site of their activities or operations are expressly prohibited.
9. All rubbish, debris, and unsightly material or objects of any kind shall be removed daily from the property and not allowed to accumulate. Portable toilets, dumpsters, and construction materials are to be located upon the owner's lot, not in the street, and must be screened with a temporary construction fence.
10. All projects shall commence within (180) calendar days after date of approval. If work has not commenced or been completed within the specified times, the approval will be void and a new submission will be required.
11. When my project is complete, I will submit a Notice of Completion (NOC) with photographs digitally to TALEGA@ciramail.com on or before the deadline as specified by the DRC. I understand failure to submit my NOC in a timely manner will result in enforcement action.

My signature below signifies my understanding of all the above information.

Property Address _____

Owner Signature _____ **Date Signed** _____

Homeowner Name_____
Address_____
e-Mail Address_____
Scheme #_____



Barge Board _____

Corbels _____

Eaves/Fascia _____

Lintels _____

Sills _____

Shutters _____

Awnings _____

Gates _____

Side and Back Doors _____

Stucco Frames _____

Front Door _____

Garage Door _____

Stucco/Body _____

NOTE-If possible, please provide a photo of the front, side and back of your home and label all paint NAME assignments as shown in the above example. Or use this diagram to write in your paint NAME assignments.

TALEGA

EXTERIOR PAINT SUBMITTAL FORM

ADDRESS:	**NEIGHBORHOOD:**
OWNER:	**DATE:**
E-MAIL:	**PHONE:**

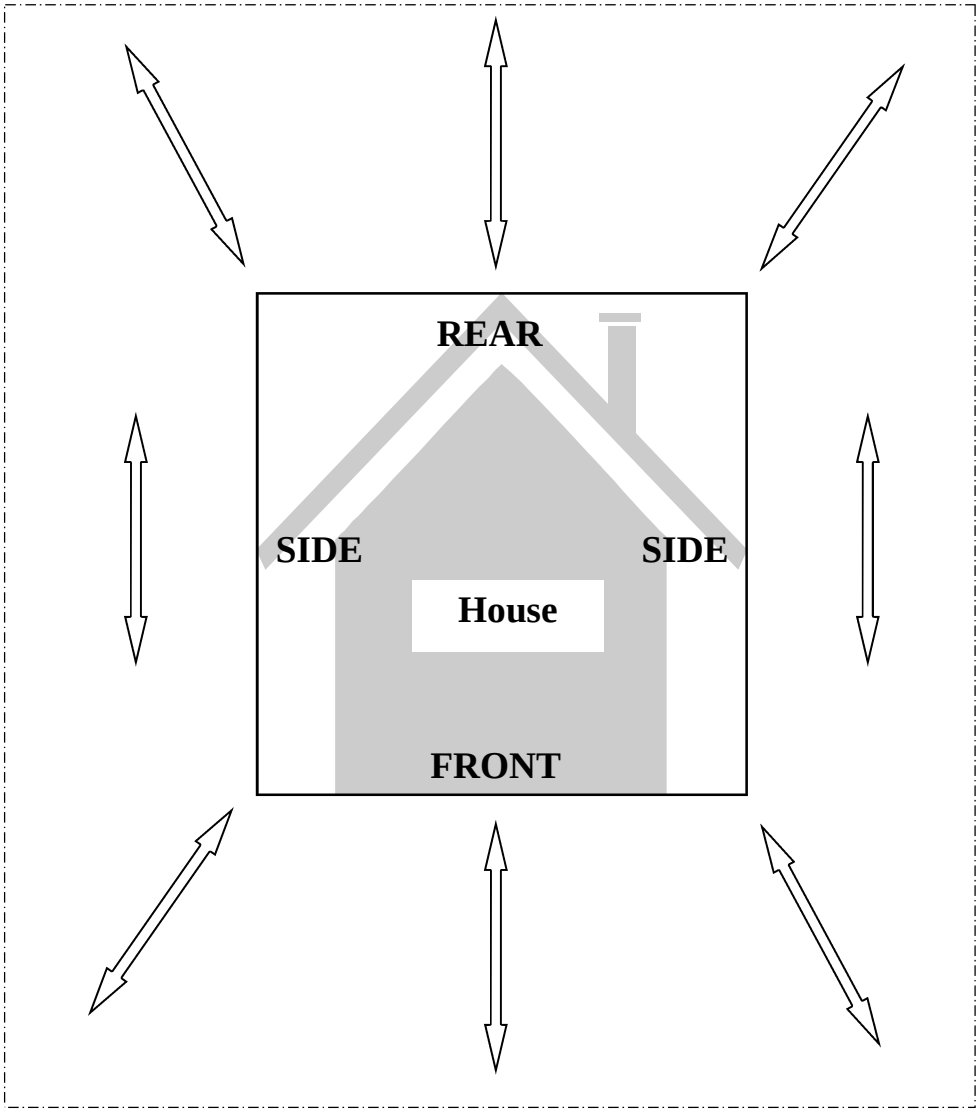
Please select schemes as presented **(Please stay within one scheme. Multiple schemes may not be mixed). Each home must utilize (3) colors total plus (1) accent color.** Exceptions for homes with extensive stone, brick or tile may be made for shutters to utilize the light or dark trim color instead of an accent color. Keep existing tones of tile, stone, brick, etc. in mind when selecting color schemes. For example, grey stucco may clash with terra cotta roofing. Adjacent homes, next door on each side and the three homes directly across the street, may not have the same color palette.

SELECTED COLOR SCHEME NUMBER	*Scheme #*	
PAINTING OF ANY BRICK, TILE OR STONE IS NOT PERMITTED		
▪ **MAIN BODY STUCCO**	*Paint Color*	
	Paint #	
▪ **EAVES / FASCIA /GUTTERS** - Also includes elements such as wood balconies, corbels, barge boards, outlookers and rafter tails (Light or dark trim color)	*Paint Color*	
	Paint #	
▪ **DOWNSPOUTS** - Match the existing eaves/fascia/gutters (Light, dark trim or main body color)	*Paint Color*	
	Paint #	
▪ **FRONT DOOR & SHUTTERS** (Accent color)	*Paint Color*	
	Paint #	
▪ **STUCCO TRIM** – Lintels/sills above/below doors and windows (Light or dark trim color; or main body color)	*Paint Color*	
	Paint #	
▪ **GARAGE DOOR** (Light or dark trim color)	*Paint Color*	
	Paint #	
▪ **ALL OTHER DOORS** (Light or dark trim color)	*Paint Color*	
	Paint #	
▪ **FRONT GARDEN GATES** (Light or dark trim color)	*Paint Color*	
	Paint #	
▪ **RETURN WALLS ADJACENT TO GARDEN GATES** (Main body color or match other existing property line walls)	*Paint Color*	
	Paint #	
▪ **PROPERTY LINE WALLS** - Inside surface of backyard and/or front yard walls * Note: exterior and top/cap surfaces are usually maintained by TMC	*Paint Color*	
	Paint #	
▪ **PATIO COVERS / TRELLISES** (Light or dark trim color)	*Paint Color*	
	Paint #	
▪ **OTHER** - Please describe:	*Paint Color*	
	Paint #	

Questions? Please contact Talega's Architectural Coordinator at TALEGA@ciramail.com
at the Talega Swim & Athletic Club at (949) 361-8466

REQUIRED COLOR PHOTOS OF LOT AND HOUSE

Front and Rear of House
and
Front, Rear, and Side Yards



TALEGA

APPLICATION FOR ARCHITECTURAL NOTICE OF COMPLETION

Owner Name: _____ Email: _____

Property Address: _____ Neighborhood: _____

Mobile Phone: _____Other Phone: _____

☐ **COMPLETED PER APPROVAL:** On the _____ day of _____, I hereby notify the Design Review Committee the improvements were completed in conformance with the plans and specifications as approved by the Architectural Committee.

☐ **NOT COMPLETED PER APPROVAL**:
I hereby notify the Design Review Committee the improvements were not completed in conformance with the plans and specifications approved by the Architectural Committee. Explanation:

_____

_____

**Pursuant to Civil Code § 4765, by submitting an architectural application to the Design Review Committee (DRC), the owner represents and warrants to the DRC and Talega Maintenance Corporation that the plans and specifications submitted in connection with the application do not violate any governing provisions of the law, including but not limited to, the Fair Employment and Housing Act (California Government Code Section 12900 et seq.), or a building code or other applicable law governing land use or public safety. Neither the Association's managing agent(s), the Board, nor the DRC reviewing the property improvement(s) is responsible for becoming knowledgeable of, interpreting, or enforcing the Laws and Codes that may be applicable to the subject improvement(s), and, therefore, neither the DRC nor the Board shall confirm compliance or noncompliance with the Laws and Codes as part of the review process. Accordingly, you are responsible for confirming compliance with the Laws and Codes, and any approval by the DRC or Board shall not be deemed a statement, representation, or warranty that your plans are in compliance with the Laws and Codes.*

Notice of Completion applications must be submitted digitally to TALEGA@ciramail.com. Please include all attachments, including photographs of the completed improvements in one email with your address in the subject line.

_____ _____

Owner Signature Date Signed

PLEASE NOTE: This form is to be submitted after your project is complete and with color photographs of all completed improvements to TALEGA@ciramail.com.

SITE PLAN EXAMPLE

