



Home Improvement Form - HIF

Creekside Village East Master Homeowners Association

Please complete form and return to:

Next Step Community Management at 3200 Guasti Rd., Suite 100, Ontario, CA 91761

Or

Email form to Creeksideinfo@nextstepcommunities.com

Any questions please call 1(800) 562-3885

NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____ ACCOUNT NUMBER: _____

EMAIL: _____

BRIEF DESCRIPTION OF IMPROVEMENT: _____

PROPOSED START DATE: _____ PROPOSED COMPLETION DATE: _____

SIGNATURE OF HOMEOWNER: _____

In submitting and signing this HIF form I understand and agree to conditions listed below:

- Owner is responsible to abiding by all City, County and State building code requirements for home improvements.
- Owner is required to obtain any and all city permits and submit to Association prior to the start of any home improvement.
- Owner is responsible for all damage done to Association property by contractors hired to do their home improvement.
- Owner is aware that home improvement form submittals can take up to 30 days or less (between HOA meetings).

OFFICE USE ONLY:

DATE REC'D by Management: _____ DATE Responded to homeowner: _____

☐ APPROVED ☐ DENIED/PENDING MORE INFORMATION ☐ DENIED ☐ ON APPEAL

Architectural Committee/Board Signature: _____ DATE: _____

Reason denied: _____

HIF Status: _____

Landscape/ Hardscape Checklist

NAME: _____ DATE: _____

ADDRESS: _____

ACCOUNT # _____ PHONE: _____

EMAIL: _____

Type of Improvement	X	Type of material	Color	Measurements L x W x H	Submit construction plans and photos or pamphlet of materials used
Walkways					
Planters					
Artificial Turf (considered Hardscape by City of Ontario)					
Drought Tolerant Living Plants					
Decorative Rock / Rock Cobble					
Mulch					
Fountain					
Replace Turf w/Drought Tolerant Living Plants					
Trees					

NOTE:

- Please turn to page 4 and draw a diagram showing your house in relation to future improvements. Include measurements of yard and the proposed improvement.
- The City of Ontario City planning regulations site that residential front yards shall be planted with living landscape materials to equal 55% of front yard and 45% may be comprised of hardscape (includes the driveway, porch, walkways, artificial turf, gravel or decomposed granite. Decorate rock may be a maximum of 5% of the landscaped area.
- For more information contact the City of Ontario Planning Dept.

Exterior Improvement checklist

[OTHER THAN LANDSCAPE IMPROVEMENTS]

NAME: _____ DATE: _____

ADDRESS: _____

ACCOUNT # _____ PHONE: _____

EMAIL: _____

Type of Improvement	X	Type of material	Color or approved color scheme #	Measurements L x W x H	Submit construction plans and photos or pamphlet of materials used	City Permit REQUIRED
Patio Cover					YES	YES
Fencing / Wall / Gate					YES	YES (over 3 ft.)
Solar Panels					YES	YES
Window replacement					YES	NO
Front Door or Screen					YES	NO
Shed					YES (Shed 10x120 require city permit)	NO
Exterior House Painting					YES (color swatch or approved color scheme)	NO
New Roof or repairs					YES	YES (new roof)
ADU (Auxiliary Dwelling Unit)					YES	YES
JADU (Jr. Accessory Dwelling Units)					YES	YES
Garage Door						
OTHER:						