

ARCHITECTURAL MODIFICATION APPLICATION

Name of Legal Owner: _____ Date of Request: _____

Address: _____

Cell: _____ Email: _____ @ _____

**** THE BOARD HAS 60 DAYS TO REVIEW THIS APPLICATION ****

PROPOSED MODIFICATIONS (attach additional pages as needed):

Detailed specs (i.e. size, width, height, length, color, etc.) – if applicable: _____

Sketch / plans submitted? YES NO

Estimated Start Date:

Brochure / pictures submitted? YES NO

Estimated Completion:

Permits required? YES NO

Will equipment be left
On site overnight? YES NO
Type: _____

SUBMITTAL MUST INCLUDE:

- This architectural modification application.
- Description of improvement(s) including plans and specifications sufficient for the Board to understand the complete scope of work, materials to be used, etc., in order to make an informed decision.
- Copies of any required permits before work can start.
- Homeowner shall secure from all of his/her/their Vendors/Contractors, a certificate of \$1M liability policy naming ***the Homeowners Association*** and ***APM Management*** as additional insured, and a Waiver of Subrogation Endorsement, in favor of the HOA and Management Company.
- Hard Surface Flooring - consult the governing documents for specifics on what's permitted
- For Replacement Windows: Please submit a picture / photo / brochure of the window type you intend to install and also state which location/s will be replaced.

SIGNATURE OF ALL UNIT OWNERS:

Name _____

Date _____

Name _____

Date _____

Homeowner(s), please return completed applications to:

Board of Directors
c/o APM Management
Vanda@AdorePM.com

ARCHITECTURAL MODIFICATION APPLICATION

Name of Legal Owner: _____ Date of Request: _____

Address: _____

Cell: _____ Email: _____ @ _____

I UNDERSTAND AND AGREE THAT:

1. No improvements / alterations listed in this application shall commence until the Board issues written approval. If the Owner begins improvements prior to receiving written approval, the work will be halted by management and the Owner will be assessed the MANDATORY FINE permitted by the Rules & Regulations.
2. The Owner is responsible for complying with all federal, state or local laws, ordinances or codes before, during and after construction.
3. Building permits for the proposed work may be required and the cost of any permits and the responsibility of obtaining permits and subsequent City inspection will be the responsibility of the Owner.
4. Board approval does not constitute acceptance of any technical or engineering specifications; and the Association assumes no responsibility for such. The property owner is responsible for all technical and engineering specifications. Approval by the Board does not warrant structural safety, conformance with building codes or other applicable governmental requirements.
5. The Owner is responsible for ensuring all improvements are depicted on the plans submitted. Any improvements not depicted on the plans are not approved. Any change(s) to approved plans shall be deemed unapproved until resubmitted and approved.
6. The proposed improvement / alternation will be at no whatsoever to the Association and any future maintenance shall be the responsibility of the unit Owner.
7. The Owner agrees to use protective materials where needed to prevent damage to common areas. If the common area is damaged during the construction process, the Owner agrees to pay for or reimburse the Association for any costs to repair or replace property to its original condition, including, but not limited to: sprinklers, plants, trees, grass; electrical lines or fixtures; paint and drywall, stucco; front doors; tile, pavement, sidewalks, and slopes; or any other expense that the Association incurs as a result of damage caused by improvements or contractors.
8. All approved improvements must begin within ninety (90) days of this applications approval. Failure to start the work within 90 days may cause the approval to be rescinded, and the Owner be required to submit a new application or required to restore her/his property to its previous condition. Any extenuating circumstances should be mailed, in writing, to the Board of Directors, in care of the Management Company.
9. Owner agrees to notify management within 30 days of completing all improvements / alterations / construction for follow-up inspections.
10. Owner agrees to indemnify the Association for all costs and/or attorney's fees expended to enforce the provisions of this agreement.

I/We have read and understand this Agreement, acknowledge receipt thereof and agree that all provisions therein are made a part of this application, including all homeowner obligations and liabilities as specified. I/We have reviewed the relevant sections of the Associations CCRs.

Signature/s: _____ Date: _____

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Name of Legal Owner: _____ Date of Request: _____

Address: _____

Cell: _____ Email: _____ @ _____

<u>CONSTRUCTION HOURS</u> Monday-Friday 8:00 am to 6:00 pm Saturday 9:00 am to 5:00 pm Sunday & Holidays – No construction permitted	<u>NO WORK PERMITTED</u> New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Yom Kippur, Rosh Hashanah, Thanksgiving, and Christmas
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The following precautions must be taken to protect the common areas:

- The Owner agrees to use protective materials where needed to prevent damage to common areas
- Care will be used when moving materials in or out of the elevator and along hallways
- Common area doors and gates may not be propped open at any time
- No construction materials, equipment or debris may be left anywhere on the property before, during or after the work is complete
- All proper permits must be pulled before starting work and copies provided to management
- A minimum of 72-hours advanced notice to the management company and neighbors is required before water can be shut off by a licensed and insured contractor or plumber

BOARD APPROVAL

APPROVED DENIED Board Signature _____ Date _____

Conditions or restrictions for approval or reasons for disapproval:

Ratified by the Board of Directors at the meeting on _____, 20____

Date response returned to Owner on _____, 20____ Initials: _____

**** KEEP WITH YOUR PERMANENT RECORDS ****

ARCHITECTURAL MODIFICATION APPLICATION

INSTRUCTIONS FOR CONTRACTORS / VENDORS

Please provide the following information to the property manager at Vanda@AdorePM.com at least **24 hours prior to starting construction**:

- Copies of all required city work permits.
- Insurance certificate of \$1M liability policy naming *the HOMEOWNER ASSOCIATION* and *APM Management* as additional insured.
- Insurance Wavier of Subrogation Endorsement, in favor of the HOA and Management Company.

<u>CONSTRUCTION HOURS</u>	<u>NO WORK PERMITTED</u>
Monday-Friday 8:00 am to 6:00 pm Saturday 9:00 am to 5:00 pm Sunday & Holidays – No construction permitted	New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Yom Kippur, Rosh Hashanah, Thanksgiving, and Christmas

The following precautions must be taken to protect the common areas:

- Use protective materials where needed to prevent damage to common areas
- Use care when moving materials in or out of the elevator and along hallways
- Common area doors and gates may not be propped open at any time
- Do not block driveways
- No construction materials, equipment or debris may be left anywhere on the property before, during or after the work is complete
- No dumping in association trash bins or recycling bins
- All proper permits must be pulled and posted before starting work with copies provided to management
- Required 72-hours advance notice to the management company and neighbors is required before water can be shut off by a licensed and insured contractor or plumber. On site notices must be placed at mailboxes, in elevator and stairwell of the affected building.
- No roof access without permission

Please call Vanda Hembree at APM Management with any questions or requests

310.982.8333 cell / text or Vanda@AdorePM.com