

SATELLITE INSTALLATION GUIDELINES

Requirements for installation of a satellite dish in the common area of the property:

1. Any unit that can install a satellite dish, and receive the signal, in their unit or in exclusive use common area must do so. Only owners that cannot install a dish in their unit may install a satellite dish in the common area. The satellite dish shall be on a freestanding pedestal only. The stand must be of adequate weight, or secured by weights (cinderblocks) and shall be placed in the area designated by the HOA as the area for satellite installation. A photograph of such a stand is attached for your reference. Sandbags may not be used to secure the stand. Owners shall label the dish and/or stand with their unit number at the time of installation.
2. No dish is to be mounted to any wall or to the roof directly. No penetrations of the walls, roof or any portion of the building are permitted under any circumstances. No dish may be attached to any vent pipes or any other portion of the property's common area.
3. All cables running from a roof top, to a living unit are to be installed in a manner that allows for the shortest run from the roof edge to the unit **and** that runs the cables along the edge of the building, along the corner where two walls meet or along a downspout.
4. No penetrations are permitted to run cables into the unit. Use only wireless connections through windows or a fixed glass door.
5. All cables running from the roof to the unit must be covered and may not be visible in any way. The cable channel must match or be painted to match the building exterior. The building is painted with multiple tones so therefore the cable channel must match the exterior color in each area. This means the installer may have to use two or more colors of cable channel. The cable channel is to be painted before it is installed to match the building colors.
6. Cables on the rooftop are to be run along edges of the roof in the designated area. Designated areas are marked on the roof. Cables run in any other areas will be disconnected and removed at the homeowner's expense. Any dish installed in any manner other than the manner described herein will be removed from the property at the expense of the homeowner.
7. In the event the Association is required to repair or replace the roof and the satellite cables or satellite dish must be removed or temporarily disconnected to allow the work to be performed, the cost to remove relocated and reconnect will be the sole expense of homeowner.
8. Installation of a dish in the commons area shall be done by a professional, licensed, and fully insured installer. Installer to carry a general liability policy with limits no less than \$1,000,000 and workers compensation coverage as required. Contractor is to coordinate all installations with the management company. No contractor is to access the roof until evidence of insurance has been provided to the HOA and they have received permission from the HOA to access the roof. The installers typically will provide owners with an authorization form which you may submit to the HOA management company. No person, including homeowners are not permitted to be on the roof without obtaining written authorization to do so.
9. The board must be notified and approve when a homeowner plans to install a satellite dish for their unit.

HOMEOWNERS ASSOCIATION ARCHITECTURAL REVIEW APPLICATION

NAME OF HOMEOWNERS ASSOCIATION: _____

Owner Name:	Bldg/Unit #:
Building Address:	Daytime Phone:
Proposed Start Date:	Proposed Completion Date:
<p>NOTE: It is recommended that your application to the Architectural Control Committee be accomplished at least forty -five (45) days prior to scheduling your construction. Questions should be directed to the management company at (818) 981 -1802.</p>	

The following items are to be included in your architectural application submittal packet (including fee request):

____ Two (2) sets of plans no less than 8 1/2 x 11 in size
____ Two (2) sets of this application form
____ Balconies and/or Patios (Only applicable to Balconies and/or Patios exceeding 100 feet in length) a.) Dimensions of Installation b.) Proposed Materials and Color Scheme
____ Contractor Information (If the work is being completed by an outside contractor, please fill out the area below) a. Name: _____ b. Phone: _____ Other Phone: _____ c. License #: _____ d. IMPORTANT! PLEASE PROVIDE CONTRACTOR'S MOST RECENT CERTIFICATE OF INSURANCE

FEE: You will receive an email with the fee amount.

NOTE: No construction of any kind is permitted until written approval from the ARCHITECTURAL COMMITTEE is received.

I UNDERSTAND AND AGREE THAT, no work on this request shall commence until written approval has been granted by the ARC Committee. I agree to complete all Improvements and maintain my unit in accordance with my approved plans and the Declaration for the Association. I understand construction of approved Improvements shall be completed no more than one hundred twenty (120) days after receipt of approval from the ARC.

 Owner Signature

 Owner Signature

 Date

 Date

The following portion is for ARCHITECTURAL COMMITTEE use only:

Approved - Approved with Conditions (CIRCLE ONE)
Incomplete, Further Information Required, Letter Attached. (CIRCLE ONE)
Disapproved, Proposed Improvement Violates Declaration. (CIRCLE ONE)
Other:

This application was reviewed this _____ day of _____, 200_ by:

 Name/Signature

 Name/Signature

 Name/Signature

Construction Guidelines and Agreement

NAME OF HOMEOWNERS ASSOCIATION: _____

1.1. Owners or tenants who expect service, trades people, contractors or subcontractors (i.e., work-persons) to work in their unit should notify building management in advance.

1.2. All work-persons must register with building management upon arrival each morning and must sign out each night.

1.3. Material deliveries must be scheduled through building management. There are no unloading zones inside the building.

1.4. Any damage caused by work-persons to common areas or other units is the hiring Owner's responsibility. The Association will make the repairs to the common areas and charge the owner. It will be the owner's responsibility to seek recourse against their contractor to recoup costs. The Owner will be held liable for the actions of his/her work-persons.

1.5. All common area floors are to be protected. The protective coverings must be removed and the floor cleaned by 5:00 P.M. each day. If this is not done, the owner is subject to the violation process, plus the cost of cleaning.

1.6. Construction debris is not permitted in trash chutes, residential trash rooms, common areas, hallways, or stairwells. Work persons must carry all trash and debris off-site on a daily basis. All violations of this rule will result in the violation process and the owner will be billed for any clean up and damages.

1.7. Working hours are limited to Monday through Friday, 8:00 a.m. to 5:00 p.m. There will be a \$100.00 fine charged against the unit Owner if work continues past 5:00 P.M. or on unapproved days.

1.8. Work persons may use the resident's assigned parking space or must park vehicles on the surrounding streets. No double parking or obstructing driveways or walkways is allowed.

1.9. All contractors and subcontractors are required to provide proof of insurance to the Association for property, liability and workers compensation, via certificates of insurance which name the Association as an additional insured. (Note that this requirement may pose a problem, as most insurers will not extend coverage to an association except for extremely high premiums that may make most minor remodeling cost prohibitive).

1.10. All applicable permits are to be posted on site.

Please Initial
Here: _____

1.11. Workers are not allowed to bring their pets on site and will be denied entry if they have a pet with them. Workers are also prohibited from creating nuisance noise unrelated to the construction work. Workers are also prohibited from eating meals or taking breaks on the grounds in the common areas.

1.12. All contractors must be licensed in the State of California.

1.13. The Association has the right to stop any work that is in violation of these regulations, creates a fire or safety hazard or interferes with activities in common areas.

1.14. Workpersons must use their own equipment. No equipment or tools, which are the property of the Association, are to be used at any time.

1.15. All gates and doors are to remain closed and locked when not in direct use.

1.16. The front door of the unit must be kept closed during construction in order to contain dust, dirt, noise, paint fumes, etc. Owner is responsible to cover and protect any affected smoke detectors.

1.17. Workpersons are restricted to the units in which they are working. If workpersons are found in an unauthorized area, they will be removed from the property forthwith by security.

1.18. All workpersons must wear shoes, pants or shorts and shirts in the building at all times.

1.19. There is no availability for exclusive use of the elevator.

1.20. No workperson may use power (electricity) from the common area for separate interest purposes.

1.21. Space is not available in any common area or interior parking facility for the purpose of cutting tile, carpeting, carpet pads, wooden flooring, wall coverings, mixing paint, etc.

1.22. If the Owner fails to comply with any conditions and requirements of approval, the Association is authorized to take whatever action is necessary or reasonable to correctly complete or restore the Unit or affected common area. In this circumstance, all costs incurred by the Association, plus a monetary fine, will be assessed against the Owner's unit. Such cost may include but are not limited to:

- a) Reconstruction and/or repair of the unit and the related costs;
- b) Reconstruction and/or repair of the common area and/or restricted common area and the related costs;

Please Initial
Here: _____

c) Reasonable attorney's fees and court costs.

1.23. Applicant will inform all other Owners who may be affected by such alteration work of the nature of the work and the extent and duration to which they may reasonably expect to be affected.

1.24. Impact devices, such as jackhammers, chipping guns, drills, power-operated hammers and similar devices, will not be permitted unless there is no other method available. If such devices are to be used, written permission has to be obtained, with the request to state the date, time, purpose and duration of use. Notice of such work is to be distributed to the occupants of the Units in proximity to the site. This will give your neighbors ample warning concerning noise to be generated by the work. A written request for such work shall be submitted no less than one week in advance. The Association shall then provide written permission to the Applicant. Neighboring Units shall be notified at least 48 hours in advance. Impact devices can be used with approval, between the hours of 10:00 am to 4:00 pm Monday through Friday only.

1.25. Once the architectural modification has been completed, the modification must be inspected by the Association in order to ascertain if all common systems and elements have been protected in accordance with the design or as a result of the approved modification. Inspection and approval by the Association does not warranty or guarantee the structural component or design integrity of the Unit Owner's modification. Association accepts no responsibility nor agrees to assume any liability in conjunction with any inspection.

1.26. The Unit Owner and such Owner's heirs, successors and assigns hereby indemnify and hold harmless the Association from all defects in products, workmanship or design arising from or out of the alteration(s) or modification(s) performed by the Owner or the Owner's agents.

1.27. The turn-around area is not to be used by owner's contractors

By signing below, you agree to follow and adhere to the above construction guidelines that have been put in place for the HOA. Failure to comply with the rules and guidelines may result in further action from the Board of Directors. Please also make sure the first two pages have been initialed.

Name of HOA _____

_____	_____	_____
Signature	Date	Unit #
_____	_____	
Print Name	Date	

NAME OF HOMEOWNERS ASSOCIATION : _____

NOTICE OF COMPLETION FORM

Homeowner Name:	Bldg/Unit #:
Building Address:	Daytime Phone:
Date Construction Completed:	Evening Phone:

PLEASE PLACE ALL PHOTOS OF COMPLETED PROJECT HERE

THIS SECTION FOR ARC USE ONLY:

Date Rec'd.:	Date Inspection Performed:
Date File Closed:	Mgmt. Rep.: