

RESIDENTIAL WORK APPLICATION

APPLICATION PROCESS FOR RESIDENTIAL OWNER

The Application Process is summarized for the convenience of the Residents. All Residents are advised to review the Design Guidelines. In the event of a conflict between this Residence Work Application and the Design Guidelines, the Design Guidelines shall control.

Application for Approval. All applications for any Work, except for Wall Hangings, must be submitted in writing, together with this Residence Work Application ("Residential Work Application"), and the items described below ("Submittal Package").

Delivery of Submittal Package. The Submittal Package and any re-submittals should be delivered in such a manner that receipt for delivery can be obtained. This may include personal delivery, overnight courier or any method where the Association Manager acknowledges receipt of the Submittal Package in writing.

Submittal Package for Residential Owner Work Except Floor Coverings and Wall and Curtain Hangings. Unless otherwise waived by the Association Manager, the Submittal Package for any Work except Floor Coverings and Wall Hangings must include three (3) sets of each of the following:

- Residential Work Application;
- Plans and specifications showing the location, nature, kind, shape, height and materials, including the color and any other requirements set forth herein ("Plans and Specifications"), clearly indicating all proposed modifications. Plans and Specifications must be prepared by an architect or structural engineer licensed in the State of California and/or other design professional or consultant approved by the Residential Association;
- Floor plans, if permission is being requested to remove or relocate a wall;
- Description of materials and colors and material samples;
- A proposed construction schedule (including proposed start and completion dates);
- An Application Processing Fee in an amount established by the Association and set forth in its fee schedule, a copy of which is available from the Association Manager; and
- Names, addresses and phone numbers of all contractors and subcontractors who will perform the work.

Submittal Package for Hard Surface Flooring. Unless otherwise waived by the Association Manager, the Submittal Package for any Hard Surface Flooring must include:

- Residential Work Application;
- A proposed construction schedule (including proposed start and completion dates);
- An Application Processing Fee;
- Names, addresses and phone numbers of all contractors and subcontractors who will perform the Residential Owner Work if applicable;
- Construction drawing showing type of flooring to be installed;
- Plan view of hard surface flooring area indicating the location of all adjacent partitions, and method of isolating the hard surface flooring along the entire perimeter.

- Copy of installation instructions from the acoustical floor underlayment manufacturers; and
- Name of contractors and experience in insulation of installation of floors utilizing impact insulation.

Curtain and Wall Hangings. Wall Hangings and curtains installed within the curtain pockets require notice to the Association prior to installation and submittal of the Wall Attachments and Curtain Installation Notice Form. There is no application fee for these items. However, if any such installations require any attachments to the slab of the Building, approval must be obtained and a submittal package must be submitted to the Association Manager.

Complete Submittal Package. A Submittal Package will not be reviewed unless all required plans, forms, fees and information for the proposed work are included in the Submittal Package. The Association Manager may waive any of the submittal requirements set forth above. If a Submittal Package is not complete or if all appropriate fees are not included, the Submittal Package will be returned to the Applicant for completion.

Review of Application. The Association Manager will review the Submittal Package to determine whether all required information and fees are included. Unless the Applicant is informed otherwise within ten (10) days after delivery of the Submittal Package to the Association Manager, the Submittal Package shall be deemed complete. The Association Manager will provide to the Applicant written notice of the Association's action on a Submittal Package within thirty (30) days after the date the Association Manager has delivered notice that the Submittal Package is complete or the date the Submittal Package is deemed complete. If an Applicant does not receive notice of the Association's action within such time period, the Residential Owner may submit a reminder notice to the Association ("Reminder Notice"). If the Association does not deliver notice of approval or disapproval of the Submittal Package within fifteen (15) days after delivery of the Reminder Notice, the request shall be deemed approved.

Submittal of Revised Package. If an Applicant's proposal is not approved or is returned as incomplete by the Association, a revised Submittal Package may be submitted. Provided the re-submittal is prompt and does not constitute a substantially revised proposal and contains all information requested by the Association Manager, the Association will attempt to review the re-submitted application within fifteen (15) days after delivery. If the re-submittal is not prompt or includes substantially revised information, an additional fifteen (15) days may be required to complete the Residential Association's review.

Payment of Consultant and Other Fees. If a Submittal Package is required to be reviewed by a consultant or if any other fees or expenses may be incurred, the Submittal Package will not be approved unless and until any consultant fees incurred by the Association are paid by the Applicant or the Applicant has agreed to pay such fees.

I/We assume the responsibility for any work, including conformity of completed improvements to the Submittal Package as approved by the Association or, if appointed, the applicable Design Review Committee and the satisfaction of any time limitations for their completion as may be specified in conjunction with such approval under the above proposed modifications/improvements.

I/We assume the obligation for all costs of the Reviewing Party, costs of consultants and any other fees incurred by the Association or a result of the performance of the work.

Performing any Work in the Building poses the risk of damage to other portions of the Community. Owner agrees to use all due care in performing the work and acknowledges that it remains fully liable as a result of any damage to person or property as a result of the work. I/We assume full responsibility for any work and that I/we or my contractor accomplishes which may, in the future, adversely affect other residents, the Residential Condominiums, the Association Property and/or any other portion of the Building. I/We will assume responsibility for all future maintenance of this modification, addition and/or improvement.

Please refer to the Design Guidelines for further information regarding the review and approval process for any work.

Resident (Applicant):

Signature: _____

Print Name: _____

Date: _____

Signature: _____

Print Name: _____

Date: _____

Signature of Residential Unit Owner (if Application is being submitted by a Residential _____):

Signature: _____

Print Name: _____

Date: _____

Signature: _____

Print Name: _____

Date: _____