

CLARK TERRACE HOMEOWNERS ASSOCIATION
NEW ARCHITECTURAL GUIDELINES

General Provisions:

“Improvement” of any kind that will require a permit such as electrical, plumbing and building permits shall not commence, erect or maintain in any unit until the plans and specifications showing the nature of the improvement/s are submitted to and approved in writing by the Association’s Architectural Committee.

Improvements requiring Approval/Exclusion for Interior Projects – shall include, without limitation any building, structural improvement, exterior landscaping, wall exterior modification of existing structures, internal modification of any unit involving roof, bearing wall or other structural component thereof, any change in exterior color or the installation of spas, awnings, antennas, television satellite reception dishes or balcony covers.

Owner has the exclusive right to paint, plaster, panel, wallpaper or otherwise finish or re-finish or decorate the inner surface of the walls, ceiling, or doors of the Owner’s unit. Such project shall not be subject to this general provision.

Appointment of Architectural Committee - The Board of Directors shall appoint an Architectural Committee composed of not less than 3 members. The Committee shall serve for a term of one year. The Committee shall make recommendations to the Board approval or disapproval of Architectural Modification Application.

Plans – plans and specifications shall be submitted to the CAMC Services by personal delivery or certified mail. In compliance with California Civil Code 1378, CAMC will submit to the Architectural Committee and it shall provide a response in writing, either approving or disapproving the application within 14 days. If the application is disapproved, the Architectural Committee shall provide an explanation of why the proposed request was disapproved.

If further review by the Architectural Committee is needed to research structural concerns, electrical designs, re-location of pipes, approval or disapproval of application shall be within 45 days.

Architectural Committee Rules – The Architectural Committee may, subject to review and approval by the Board of Directors, from time to time adopt, amend and repeal rules and regulations to be known as “Architectural Committee Rules.” The Architectural Committee Rules shall interpret and implement the provisions of the Declaration and California Civil Code section 1378 by setting forth the standards and procedures for Architectural Committee Review and guidelines for Architectural design.

General Contractor Submittals:

1. State of California General Contractor License
2. Current General Liability Coverage
3. Current Workers Compensation Coverage
4. Necessary City Permit- plumbing, electrical
5. Necessary Building Permit

All construction activities will be confined inside the unit and immediate adjacent areas. Any construction equipment must be removed from walkways in front of the unit and days when work is not actively in progress. No cutting of wood, tile, marble or granite on parking areas.

Replacement of windows and doors are subject to Board approval. Exterior windows, door and door frames cannot be painted.

Construction Hours

Construction is allowed Monday to Friday from 8:00 AM to 6:00 PM. Saturday, from 8:00 AM to 4:00 PM.

No Construction is allowed on Sundays or holidays.

No construction crew is allowed on the premises after 6:00 PM on weekdays or 4:00 PM on Saturday.

Construction Debris - Construction debris must be removed daily and taken down to a waiting hauling truck parked in the guest parking.

The use of a dumpster is not allowed unless an arrangement is made prior to the start of construction and subject to Board of Director's approval duly recommended by the Architectural Committee.

Floor Coverings –

Living Room - Hardwood floor, a 55 iic (impact isolation class) or higher rating for underlayment is required to prevent sound transmission to the unit below.

Bedroom – it is recommended that bedroom flooring be covered with carpeting.

Construction that will require Board Approval:

1. Installation of hardwood floor covering
2. Bathroom renovation - schematic design for review
3. Kitchen renovation - schematic design for review
4. Any structural modification
5. Relocation of TV Cable hook up
6. Relocation of plumbing riser
7. Modification of Electrical system

Parking

Construction crew can park in the designated guest parking area only while performing work at the site.

Security

No door shall be propped open or garage door to stay up while construction materials are being transported to the construction site. General Contractor must assign a member of the crew to monitor and guard door while materials are being transported.

Security is top priority in this community.

Elevator

When transporting construction materials via the elevator, please make arrangements with the management company to use the elevator pads to protect the finish of the interior walls. Elevator must be cleaned and free of construction debris after use.

Water Shut Off

Should the need arise to temporarily shut hot and cold water service to connect or disconnect a valve, water shut off can be accommodated upon 48 hours of notification to the management company: CAMC at 562 424-4026. Management Company will post Water Interruption Notice.

Electrical Shut Off

Main electrical panel servicing the unit can be shut off to connect or work on the electrical connections. This arrangement must be coordinated with CAMC Services at 562 424-4026 who will notify Boysen Electric to work with the general contractor's electrician to show locations of main electrical shut off switches and the required amps so as not to add load to the main electrical system. Expense for Boysen Electric's work will be charged to the unit owner.

Balcony

Balconies are common areas that are exclusively used by homeowners. Homeowners are responsible for the maintenance of balconies. Homeowners must ensure that balcony floors are free of hairline cracks or cracks to prevent water intrusion to the waterproofing membrane. No covering or material may be installed on the balcony floor that could impede the drainage of water or holding of moisture. Constant moisture will compromise the waterproofing membrane and lead to structural problems. Expense to top the balcony floor grain is borne by the homeowner. Tiles cannot be used as balcony floor covering.

Any changes in the use of balconies other than its intended purpose, a request must be made in writing submitted to the Architectural Committee for recommendation and final approval by the Board of Directors.

Shopping Carts

The shopping carts are provided as courtesy to homeowners for easy and convenient Transport of groceries or other light items purchased. Shopping carts are not to be used for construction purposes transporting construction materials to the unit. General Contractors must use their own flat dolly or wheelbarrow to transport building materials from the parking area to the unit.

Signage

Construction Companies providing a service to a homeowner while a unit is being remodeled or renovated shall not display company logo or any form of advertising announcing their services in the common area. Solicitation or distribution of advertising materials to other units is absolutely prohibited.

Construction vehicles with company logo are allowed to park in the guest parking areas only.

Date of Completion

Homeowner's written request for approval for renovation must also include date of completion of the renovation.

Units that will be directly impacted by the renovation will have to be notified a week in advance prior to start of renovation. Notification will mention date of completion.

Should date of completion not occur, homeowner must send in writing an explanation why there is a change in the completion date. A new notification will be sent to the units directly impacted by the work.

Refundable Architectural Renovation Deposit

Before any approved renovation starts, an Architectural Renovation Deposit of \$500.00 is required. This fund is to defray expenses incurred to repair any damage to the common area while renovation is in progress in the unit. Said deposit will be refunded after the Architectural Committee determines that there was no damage to the common area.