

BROADMOOR HUNTINGTON HARBOUR COMMUNITY ASSOCIATION

**HOME MODIFICATION APPLICATION**

*(A SEPARATE APPLICATION IS REQUIRED FOR EACH PROPOSED MODIFICATION)*

**SECTION 1 -- APPLICANT INFORMATION** (Please Print Clearly)

Homeowner \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ E-mail Address \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

Description of Modification \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Start Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

I have read the Architectural Control guidelines in the Community Handbook and Articles VII and VIII of the CC&Rs. I agree to abide by the CC&Rs, association rules, **and to satisfy all other requirements set forth in this application**. I agree to hold Broadmoor Huntington Harbour Community Association harmless from any legal or construction problems or any litigation resulting from this modification.

I agree to submit drawings required by the City of Huntington Beach Planning and Building Department. If a permit is required by the City, a copy of the initial building permit and the final approved permit after completion of the project must be provided to the association. I also agree to execute an Indemnity Agreement and pay the costs of preparation and recording thereof, when applicable.

I understand that I am responsible for the cost of any permits; future modifications; repair, maintenance or replacement of the modification; damage to the common area resulting from the modification; and any legal costs incurred by the association to enforce its rights hereunder.

I understand that any approval is valid only for six months. I understand that the Board has thirty (30) days to respond to my request.

Homeowner Signature \_\_\_\_\_

## **SECTION 2 -- ADDITIONAL DOCUMENTATION AND FEES**

**City Permit:** Any building or planning permit required by the statutes and regulations of the City of Huntington Beach for the proposed modification of the common area by the applicant. The City requires association approval of the proposed modification before the City will issue a building permit. The homeowner is required to provide the association with a copy of the initial permit specifically issued by the City for the specific proposed modification and the final permit issued by the City. Failure to provide any required permit shall be deemed a violation of the terms of this Home Modification Application by the applicant and grounds for the association to revoke or cancel its approval of the proposed modification. In the event approval is revoked, the association can require the homeowner to remove the modification and restore the common area to its original condition.

**Engineering Drawings:** Detailed and scaled drawings (and pictures) which provide an accurate depiction of the proposed modification to the common area must be submitted with the application. For some modifications (such as window retrofits or front door replacements), product pictures or manufacturer's brochures will suffice. Some modifications (such as garage extensions) may require plans and drawings prepared by a certified engineer or architect.

**Indemnity Agreement:** An agreement executed by the homeowner, in which the homeowner confirms responsibility for the maintenance, repair and replacement of the modified common area element, and any current and future damage to the common area caused by the modification. An Indemnity Agreement will be required for any proposed modification of common area which presents or increases the risk of damage to common area. If the board grants preliminary approval of such proposed modification, then the association will prepare and submit to the applicant the Indemnity Agreement. The applicant must execute the Indemnity Agreement, ***have their signature notarized***, and return the agreement to the association with a check for the legal deposit, before the board will grant final approval of the proposed modification. The Indemnity Agreement will be recorded on the unit's property record title with the Orange County Recorder. ***Work may NOT commence until a signed and notarized Indemnity Agreement has been returned by the applicant. If the applicant proceeds to make the common area modification without completing this process, the association will require that the modification be removed and the common area restored to its original condition.***

**Fee:** A non-refundable fee will be applied to cover association expenses, including preparation of the Indemnity Agreement and county recording fees, if applicable. Any additional costs incurred by the association will be charged to the homeowner. ***Fee payment must accompany application.***

**Legal Deposit:** A deposit applied by the association toward the legal costs of preparing and recording an Indemnity Agreement. ***A check for the required deposit payable to "Broadmoor Huntington Harbour" must accompany this application.*** The deposit funds will not be used unless the board grants preliminary approval of the proposed modification and commences the preparation of an Indemnity Agreement. Once preparation of the Indemnity Agreement commences, the homeowner will be charged for all legal fees and costs thereof, whether or not the applicant completes the modification. The applicant is responsible for any legal fees and costs which exceed the deposit and will be refunded any excess deposit funds.

\* \* \* \* \*

The following chart lists several typical modifications to the common area which the board will consider. This list is not exhaustive. The table also indicates additional required documentation, fees and other conditions required by the association for approval. (Where indicated, the association requires a copy of the final approved City of Huntington Beach building permit. The absence of the association's requirement for a copy of the permit does not necessarily mean a building permit is not required by the City for the proposed modification. The association advises that all homeowners contact the City for further advice.)

| Proposed Modification                                       | REQUIRED DOCUMENTATION, FEES AND DEPOSITS |                  |                |                     |  |
|---|---|------------------|----------------|---------------------|--|
|   | Plans, Drawings, Brochures                | City Bldg Permit | Fee or Deposit | Indemnity Agreement | Additional Requirements  |
| Air Conditioner - compressor                                | X   | X                | \$150 fee      |                     | (i) Compressor must be located no further than 2' from building<br>(ii) Compressor lines must enter building at closest point and no higher than 18" from ground level<br>(iii) Fee applied to association cost to install lattice fence   |
| Awning - retractable  | X   |                  |                |                     | (i) Fabric must be Sunbrella solid royal blue color (no decorations)<br>(ii) Solid fringe (no scallop)<br>(iii) Frame color must be approved   |
| Balcony or Patio Deck - resurfacing, replacement or tiling  | X   |                  |                |                     |  |
| Elevator  | X   | X                | \$750 deposit  | X                   | Engineering drawings   |
| Front Door  | X   |                  |                |                     | Color must be brown hue or tone  |
| Garage Crawlspace Extension                                 | X   | X                | \$750 deposit  | X                   | Engineering drawings   |
| Garage Door   | X   |                  |                |                     | Must match existing door style and color   |
| Modification of Interior Structural or Bearing walls        | X   | X                |                |                     | Engineering drawings   |
| Natural Gas Piping  | X   | X                |                |                     |  |
| Skylight - operating  | X   | X                | \$500 deposit  | X                   | Association roofer must install at homeowner expense   |
| Satellite Dish  |   |                  | \$150 fee      |                     | (i) Dish must be attached to chimney<br>(ii) Cable must be secured to building where walls meet or adjacent to rain gutter<br>(iii) Homeowner responsible for any damage to roof tiles or chimney<br>(iv) Fee applied to association roofer's inspection for damage after installation |
| Screen Door - retractable                                   | X   |                  |                |                     | (i) Only retractable screen door allowed<br>(ii) Frame must be dark bronze or brown in color   |
| Solar Tube  | X   | X                | \$500 deposit  | X                   | Roof flashing must be installed by association's roofer at homeowner expense   |
| Window Replacement - new construction w/casing and flashing | X   | X                |                |                     | Exterior frame must be dark bronze in color  |
| Window Replacement - retrofit                               | X   |                  |                |                     | Exterior frame must be dark bronze in color  |

**SECTION 3 -- NEIGHBOR NOTIFICATIONS** (Please print)

The intent is to advise the owners/neighbors located across from, above, below and on both sides of your unit of the proposed modification. Failure to obtain a neighbor's approval does not necessarily mean your request will be denied, but will be seriously considered due to legal implications.

| <u>Location</u> | <u>Name</u> | <u>Address</u> | <u>Phone #</u> | <u>Signature</u> | <u>Yes/No</u> | <u>Verified</u> |
|-----------------|-------------|----------------|----------------|------------------|---------------|-----------------|
|                 |             |                |                |                  |               |                 |
|                 |             |                |                |                  |               |                 |
|                 |             |                |                |                  |               |                 |
|                 |             |                |                |                  |               |                 |

**SECTION 4 -- RETURN COMPLETED FORM TO GUARD GATE HOUSE**

Date received by Guard \_\_\_\_\_ Receiving Guard \_\_\_\_\_ Fee Received \_\_\_\_\_  
Date Received by Architectural Committee \_\_\_\_\_ Recommendation: Approval \_\_\_\_\_ Denial \_\_\_\_\_

ARCHITECTURAL COMMITTEE COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5 -- APPROVAL/DENIAL** (within 30 days) (For Board Use Only)

- \_\_\_\_\_ Preliminary approval subject to Indemnity Agreement and Fee payment (**project may not proceed until applicant submits a signed and notarized Indemnity Agreement and applicable fee deposit**)
- \_\_\_\_\_ Approved as submitted (work must be completed within 6 months)
- \_\_\_\_\_ Approved subject to condition(s) outlined below
- \_\_\_\_\_ Denied for reasons listed below:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Board Member Signature \_\_\_\_\_

**SECTION 6 -- FINAL INSPECTION** (For Architectural Committee Use Only)

City of Huntington Beach Permit # \_\_\_\_\_  
Inspected by Architectural Committee: \_\_\_\_\_ Date: \_\_\_\_\_  
Work IS/IS NOT in compliance with the approved plan. The following discrepancies were noted:

\_\_\_\_\_  
\_\_\_\_\_

Final Approval \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_