

# R-1 Property 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 \_\_\_\_\_

\*Homeowner is the owner of record as indicated on the deed of the home or the owner's legal representative. If the owner's legal representative signs, then they must also provide their power of attorney documentation (unless it is already on record with the property management company).

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 the Association harmless from any legal or construction problems or any litigation resulting from this modification.

I agree to submit any engineering or architectural drawings or plans required by the Association and the City of Huntington Beach Planning and Building Department. If a permit is required by the City, a copy of both the initial building permit and the final approved permit after completion of the project must be provided to the Association.

I understand that I am responsible for the cost of any permits; future modifications; repair, maintenance or replacement of the modification; damage to the Street Area, Common Area or R-1 Property resulting from the modification; cost to return Street Area, Common Area or R-1 Property to its original condition if in violation of the approved R-1 Home Modification Application, 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 or requested by the Association for the proposed modification of the Street Area, Common Area or R-1 Property 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 Street Area, Common Area or R-1 Property to its original condition.

**Engineering Drawings:** Detailed and scaled drawings (and pictures) which provide an accurate depiction of the proposed modification to the Street Area, Common Area or R-1 Property 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. See Exhibit A for demolition and reconstruction, remodels and exterior modification plan requirements. If the owner has hired an architect then they must provide an agency agreement or contract of services.

**Legal Disclosure:** Pursuant to Civil Code, a proposed architectural change may not violate any governing provision of law, including, but not limited to, the Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), or a building code or other applicable law governing land use or public safety (collectively, "Laws and Codes"). Neither the Association's agent(s), the Board, nor the R-1 Architectural Committee ("AC") reviewing the Application for property Improvement(s) is responsible for becoming knowledgeable of, or interpreting, or enforcing the Laws and Codes that may be applicable to the subject improvement(s), and, therefore, neither the AC nor the Board shall confirm compliance or noncompliance with any of the Laws and Codes as part of the review process. Accordingly, the Applicant is responsible for confirming compliance with the Laws and Codes, and any approval by the AC or the Board shall not be deemed a statement, representation, or warranty that the plans are in compliance with the Laws and Codes. Further, any approval is conditioned upon all the proposed Improvements complying with all applicable Laws and Codes, and to the extent any of the proposed Improvements violate any of the applicable Laws and Codes, any approval given shall be void and of no effect as to the improvement(s) that violate any of the Laws and Codes.

**Fee:** All required fees are outlined in Exhibit A to this application. **A check for the required fee payable to "Broadmoor Huntington Harbor" must be included upon submission of the application.** The applicant will also be responsible for any additional legal fees and costs incurred by the Association in excess of the outlined fees. These additional costs incurred by the Association will be charged directly to the applicant.

**Modification Types:** The following chart lists several typical modifications to the Street Area, Common Area or R-1 Property 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	Additional Requirements
Modification to R-1 Property or Landscaping (including but not limited to demolition and rebuilds, exterior structural modifications, interior structural or bearing wall modifications, elevator, driveway, patio, balcony, structural roofing changes, swimming pool additions or modifications, etc.)	X	X	See Exhibit A	Scope and fees to be determined as part of approval. See Exhibit A
Roofing – Tile Replacement Only	X	X	No initial fee	Structural changes would be included under Modification to R-1 Property.
Painting (any exterior area)	X	X	No initial fee	
Air Conditioner - condenser & pad	X	X	No initial fee	
Awning – retractable	X		No initial fee	Frame and fabric color must be approved
Front Door	X		No initial fee	Color to be approved
Garage Door	X		No initial fee	Must match existing door style and color
Satellite Dish			No initial fee	
Window Replacement - new construction w/casing and flashing	X	X	No initial fee	Color to be approved
Window Replacement – retrofit	X		No initial fee	Color to be approved
Other			No initial fee	If the item is not listed and involves any type of exterior modification contact the Association Property Manager.

### **SECTION 3 – NEIGHBOR NOTIFICATIONS**

The intent is to advise the neighboring owners\* located across from, above, below and on both sides of your unit or R-1 Property 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.

\*Homeowner is the owner of record as indicated on the deed of the home or the owner's legal representative not the Tenant. If the owner's legal representative signs, then they must also provide their power of attorney documentation (unless it is already on record with the property management company). The Owner will be responsible for notifying their Tenant.

**SECTION 3 – NEIGHBOR NOTIFICATIONS (Continued)**

<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 R-1 Architectural Committee \_\_\_\_\_ Recommendation: Approval \_\_\_\_\_  
 Denial \_\_\_\_\_

R-1 ARCHITECTURAL COMMITTEE COMMENTS:

---



---



---

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

\_\_\_\_ Preliminary approval subject to Fee payment (**project may not proceed until applicant submits a applicable fee deposit**)

\_\_\_\_ Approved as submitted (work must be completed within 6 months)

\_\_\_\_ Approved subject to condition(s) outlined below (work must be completed within 6 months)

\_\_\_\_ Denied for reasons listed below:

---



---

Date: \_\_\_\_\_

Board Member Signature \_\_\_\_\_

**SECTION 6 – FINAL INSPECTION (For R-1 Architectural Committee Use Only)**

City of Huntington Beach Permit

# \_\_\_\_\_

Inspected by R-1 Architectural Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Work IS/IS NOT in compliance with the approved plan. The following discrepancies were noted:

---



---

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

## **Exhibit A**

### **Modification to R-1 Property or Landscaping**

In order for your plans to be processed in a timely manner, please make sure that they are complete with the following items as indicated below and with the correct number of copies. A minimum of two (2) printed sets and an electronic set in PDF format are required for all Applications.

The Applicant reviews the Architectural and Landscape Standards and prepares plans depicting the proposed new Improvement. To expedite the approval of the submitted R-1 Home Modification Application package, it must include, at a minimum, each of the items detailed in the following information. Application packages that do not contain required details may be returned incomplete and will require re-submittal.

Plans submitted for review shall be drawn at the minimum scales listed below:

Site Plan / Grading Plan at 1"=10' or 1/8" = 1'-0"

Roof Plan at 1/4" = 1'-0)

Floor Plan at 1/4" = 1'-0)

Elevations at 1/4" = 1'-0)

Sections at 1/4" = 1'-0)

Fence and Wall Plans at 1/8" = 1'-0)

Landscape and Hardscape Plans at 1/8" = 1'-0"

All Application submissions for Board and R-1 Architectural Committee review shall include, where applicable, the following:

#### **New Homes / Additions / Remodels / Exterior Modification:**

- Completed R-1 Home Modification Application
- Review Fee as outlined below

Two (2) sets of the following:

- Description of materials to be used and where (specifications).
- Accurately scaled and dimensioned floor plans, roof plans and exterior elevations of the proposed and existing structures. Existing structures may be illustrated with photos. Exterior elevations are to illustrate gutters and downspouts, windows, doors, finishes and other architectural features.
- An accurately scaled and dimensioned site plan / plot plan / grading plan illustrating the location and height of existing and proposed Improvements as well as the following:
  1. Include a profile of applicants home as well as adjacent homes to clarify their proximity to proposed Improvements.
  2. Include property line locations and dimensions, patio areas and easement location(s).
  3. Fences / walls and gates
  4. Existing and proposed drainage system as well as current Lot drainage pattern and grades.
  5. Lighting type and location
  6. All required setbacks and Height Restriction Areas
  7. Photos of the existing home or empty Lot.

#### **Potential Services:**

Services may include Application review, on-site In-Process and Notice of Completion Review, View Maintenance review and reports and R-1 Architectural Committee meeting attendance (if needed).

### **Application Reviews:**

Association Architects will review each application for conformance against the requirements of the CC&R's, Architectural Guidelines and context of the community, and provide written recommendations for approval or denial with observations.

### **Meeting Attendance:**

At the Committees request, Association Architects will attend virtual R-1 Architectural Committee meetings to interpret and assist in the review of Applications and Guidelines. A summary of the Committee's decisions will be issued to Management.

### **On-Site Notice of Completion and Course of Construction Review:**

Association Architects will provide scheduled on-site review of homes filing a Notice of Completion to record conformance or non-conformance to the approved plans or review Photo Notice of Completions. Association Architects will, at the R-1 Architectural Committee's request, provide scheduled on-site review at prescribed intervals of construction to record conformance or non-conformance to the approved plans. Photos and a summary report will be provided for each home visited.

### **Fees**

1. Major Architectural (New homes, additional floor area, or accessory structures in excess of 300 square feet or an accumulation of more than 3 Moderate Architectural items.) **\$500/app**
2. Moderate Architectural (Room additions, cabanas, shade structures, pool houses or accessory structures less than 300 square feet, etc. or an accumulation of more than 3 Minor Modification items, etc.) **\$300/app**
3. Major Landscape (Both rear and front yard hardscape and landscape, major grading modifications or an accumulation of more than 3 Moderate Landscape items.) **\$300/app**
4. Moderate Landscape (Front yard only or rear yard only hardscape and landscape modifications, gazebo, patio shade structure, outdoor kitchen, pool, retaining wall, driveway, etc. or an accumulation of more than 3 Minor Modification items.) **\$200/app**
5. Minor Modifications (up to 3 Minor Modifications such as garage doors, windows, painting, roofing, solar panels, trees, spa, fire pit, fence, etc.) **\$125/app**
6. View Maintenance **\$195/hr Architect**
7. On-Site Notice of Completion **\$125/app**
8. Design Workshops **\$195/hr Architect**
9. AC Meeting Attendance **\$195/hr Architect**
10. In-Process Inspections **\$195/hr Architect**
11. Photo Notice of Completion **\$75/app**

\* Item 1-5 include up to two reviews before additional hourly fees are incurred.

\*\* Item 8 - Held at Architect's office or virtual

\*\*\* Items 6, 9 and 10 - Hourly fees will include travel time to and from Architect's home office.

Generally at a minimum for a major architectural modification, the applicant will need to conduct a Major Architectural Review, two (2) in-process inspections and an on-site notice of completion. The services required is subject to the discretion of the R-1 Architectural Committee and will be agreed upon with the applicant as part of the approval process.

### **Construction Process Guidelines:**

The following standards and guidelines shall apply to any and all construction, improvement, alteration of any structure, to any change to the exterior of any structure, and to grading, excavating, tree

removal, landscaping or any other change to the grounds.

**A. Start of Construction** No lot clearing or placement of portable toilets will be permitted until all required governmental permits are obtained and formal written approval of the HOA.

**B. Construction Hours.** Construction working hours shall be from 7:00 am to 6:00 pm, Monday through Saturday, except on certain holidays. Additional hours may be provided upon approval of HOA.

**C. Site Clean-Up.** All construction sites must be maintained in a neat and orderly fashion. Trash from construction work will be contained in a trash dumpster or suitable method that will assure constant containment and stockpiling of the trash until removal from the site. The Builder is responsible for trash that blows off the site and shall retrieve such trash immediately. There will be no stockpiling or dumping on adjacent lots or on streets. Trash not removed will be removed by the HOA and billed to the responsible contractor or sub-contractor. Contractors will use only the utilities provided on the immediate site on which they are working.

**D. Clearing of Site** All vegetation on the site shall be preserved where at all possible. Plants, vegetation and trees directly within the planned structure, roof overhangs, or driveway shall be removed only after prior written approval of the HOA. Any plants, vegetation or trees uprooted or cut down on the job site shall be removed from the job site as soon as is practicable but no later than five working days.

**E. Builder's Signage** During construction, one standard sign approved by the HOA shall be allowed within the front set-back of the lot to help sub-contractors and others locate the particular lot within the development. This sign must be removed upon issuance of the Certificate of Occupancy.

**F. Construction Damage** Any damage to streets and curbs, drainage inlets, sidewalks, street lights, street markers, mailboxes, walls, etc., may, at the HOA's election, be repaired by the HOA and billed to the responsible contractor.

**G. Construction Spillages** Operators of vehicles are requested to see that they do not spill any damaging material while within the community. If spillage of a load occurs, operators are responsible for cleaning up. Clean-ups done by the HOA will be billed to the responsible party. Please report any spills as soon as possible.

**H. Telephone/Cable TV Lines** If any telephone, cable television, electrical, water, etc. lines are cut, it is the contractor's responsibility to report the accident to the HOA immediately and no later than within 30 minutes.

**I. Construction Site Appearance** All personnel working in the community are to keep all areas in which they work free of discarded materials such as lunch bags and odd materials. Objects should not be thrown out of cars and trucks.

**J. Loud Noises Levels.** Loud radios or noise will not be allowed within the community. This is distracting and discomforting to property owners. Normal radio levels are acceptable. Do not mount speakers on vehicles or outside of homes under construction.

**K. Personnel.** No children will be permitted on the property unless they are bona fide workers. No alcoholic beverages are permitted on the property. Contractor personnel will not be permitted to bring pets on the property.