

# PACIFIC POINT HOMEOWNERS ASSOCIATION

## Architectural Application Guidelines

The Association's Governing Documents, consisting of Articles of Incorporation, Bylaws, and Covenants, Conditions and Restrictions (CC&R's) provide that any change to the structure or common area, require a written Architectural Application and written approval prior to any modifications being conducted.

Such alterations include:

1. Alterations to windows
2. Alterations to exterior doors
3. Changes to interior walls and openings, for which detailed floor plans, structural plans, and cross sections of the proposed alteration must be provided to PPHOA for review
4. Nonstructural interior alterations that include modifications to plumbing and/or electrical services

As many modifications of structural components, including the installation of exterior doors and windows, may be identified within the governing documents as a homeowner responsibility, the Association remains responsible for the overall exterior appearance and weather resistance, and interior alterations required by the current California Building Code, to have a building permit.

As a result, the Association has adopted the following Architectural Application guideline for use by homeowners to assist in streamlining the Architectural Approval process, effective [date approved].

### **1. Alterations to windows**

The weather conditions existent at the Pacific Point condominiums require that replacement windows and doors installed by unit owners meet basic requirements to remain water tight and not create structural damage to the common areas and other individual units.

The following guidelines have been developed to assist in obtaining long term water tight installations of new windows on the existing structure.

1. Installation of the replacement window identified in an Architectural Application to be installed by the licensed, insured contractor indicated on the application.
2. New windows to be installed per the Associations window protocol, including the trim as identified below.
  - Windows on elevations with stucco walls are required to have wood trim replaced with foam trim.
  - Windows on elevations with wood siding are required to have wood trim reinstalled and properly sealed.
3. Foam to be installed as per the attached window foam trim installation guidelines as follows:
  - Where applicable, exterior stucco will be broken back 2-3 inches. Existing window frame will be removed. Interior sheetrock will be cut back to accommodate new window depth.
  - New window will be nailed and caulked into place. Custom z-max z-flashing will be applied above each window.
  - Exterior will be papered, wired, and re-stuccoed, matching existing stucco as close as possible.
  - Foam trim will be a continuous full-length piece with the following dimensions, which will be glued over existing dry stucco using exterior foam adhesive glue.
    - 2x8 continuous head piece across top
    - 2x6 continuous piece on each vertical side
    - 3x4 beveled edge sill

- 2x8 apron
  - Foam trim and cut ends will be textured to match existing stucco wall with Dry-Vit Stucco Finish Epoxy Coating.
  - Foam trim at Balcony Patios:
    - For windows installed in balcony patios, window sill trim will be trimmed back to prevent damage by the outswing door. Alternatively, composite trim, or permanently attached door swing stops may be used.
  - Scaffolding will remain up until wall stucco has dried and foam trim can be applied. Note: Absolutely NO penetrations into existing stucco walls are allowed. This must be included in the stucco contract, whether initiated by the homeowner or the homeowner's general contractor for the window installation. All costs that may arise to repair damage, or replace stucco siding, for any water intrusion resulting from penetrations made through existing stucco walls, will be borne by the homeowner through their contract with the stucco contractor.
4. Priming and painting in the Associations colors, of any new wood trim, in two coats, on six sides shall be completed at time of installation. This includes the cut ends of the window trim when fitted. The job will not be complete until all new window trim has been fully coated, primed and painted on two sides. The Associations contractor, Plumb, Square and Level, can arrange for any required priming and painting at the unit owners' expense by making contact with Kirk Kloepfer in advance at 650 619-4992.
  5. Owners are required to provide written notice of completion to The Manor Association within 5-7 days of the installation of the new improvements.
  6. Should dry rot at the structure be encountered, please have your contractor immediately report the observed damage to The Manor Association for investigation by the Associations general contractor.
  7. Owners are reminded of the ongoing liability that remains with the unit indefinitely for owner installed improvements and will run through to the liability insurance of any contractor retained by the installing owner. The installing owner is recommended to retain such relative contract documents on file. Additionally, the unit owner(s), either present or future, shall be responsible to maintain the replacement patio door in a watertight condition to avoid damage to the common area structure. Should you sell your unit in the future, you are required to disclose these conditions to the purchasing homeowner.

## **2. Alterations to exterior doors**

Entry door replacement at Pacific Point represents a modification of the common area structure for the benefit of individual unit. The CC+R's provided state the Association may establish guidelines for such modifications.

To assist the requesting owner in obtaining both formal approval and a long-lasting upgrade to their unit, guidelines for the type of approved entry doors consist of replacement with a plain solid (wood or metal) door with hardware that matches the existing design as closely as possible.

Upon receipt of a written request from owner, identifying the style of door to replace the original construction entry door, along with an estimate/contract from a licensed, insured installing contractor, the Architechural Committee will review and submit their recommendations to the Board of Directors.

The Board will review and approve or decline the application at the next monthly Board meeting following receipt of application, at least 3 days prior to the meeting date.

If approved, the approval will be contingent upon the following:

1. Installation of the replacement entry door identified in the written application to be installed by the licensed, insured contractor indicated on the application.
2. New entry doors to be installed per the Associations guideline of matching the existing design as closely as possible.
3. Entry door wood trim, if replaced, is to be primed and painted on six sides, with additional information below.
4. Able Windows and Doors is the Associations **approved installing contractor**. Selection of a non-approved contractor for installation will require the overview of the installation and flashing details by the Associations contractor, Kirk Kloefer, please contact Kirk at 650 619-4992, in advance, to schedule his overview.
5. Priming and painting in the Associations colors, of any new door and wood trim, in two coats, on six sides shall be completed at time of installation. This includes the cut ends of any trim when fitted. The job will not be complete until the door and door trim has been fully coated, primed and painted on two sides. The Associations contractor, Plumb, Square and Level, can arrange for any required priming and painting at the unit owner's expense by making contact with Kirk Kloefer in advance at the telephone shown above.
6. Owners are required to provide written notice of completion to The Manor Association within 5-7 days of the installation of the new improvements.
7. Should dry rot at the structure be encountered, please have your contractor immediately report the observed damage to The Manor Association for investigation by the Associations general contractor.
8. Owners are reminded of the ongoing liability that remains with the unit indefinitely for owner installed improvements and will run through to the liability insurance of any contractor retained by the installing owner. The installing owner is recommended to retain such relative contract documents on file. Additionally, the unit owner(s), either present or future, shall be responsible to maintain the replacement entry door in a watertight condition to avoid damage to the common area structure. Should you sell your unit in the future, you are required to disclose these conditions to the purchasing owner.

### **3. Changes to interior walls and openings**

For any changes to interior walls and openings involving structural framing members, and/or alterations to the floor plan, however minor they might appear to be, a floor plan detailing the existing and proposed floor plan shall be brought to PPHOA for preliminary architectural review.

A building permit will be required for any such alterations. Floor plans and building cross sections will be required for preliminary review. Structural drawings and engineering calculations by a licensed professional may be required.

A copy of the building permit with all necessary inspections signed off by the Building Inspector, including Final Inspection, shall be provided to PPHOA within 30 days of final inspection. Failure to provide a completed building permit with signed final inspection subjects the current and all future homeowners of the unit to all liability for damages that may arise from unpermitted work.

### **4. Nonstructural interior alterations that include modifications to plumbing, ductwork, and/or electrical services**

All nonstructural interior work that requires a Building Permit per the current California Residential Code, such as changes to electrical and plumbing services, and mechanical work including ductwork, shall have a

Building Permit. This includes Kitchen and Bath remodels that involve additional electrical and/or plumbing fixtures.

A copy of the building permit with all necessary inspections signed off by the Building Inspector, including Final Inspection, shall be provided to PPHOA within 30 days of final inspection. Failure to provide a completed building permit with signed final inspection subjects the current and all future homeowners of the unit to all liability for damages that may arise from unpermitted work.

**5. Architectural Applications – not approved:**

- a. Any modifications made without proper Board approval will constitute de facto owner financial responsibility for all damages and remedial costs.**
- b. Among those projects which will not be approved:**
  - i. Installation of satellite dishes**

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