

Villa Portofino Owners Association

Architecture Review Application

Job No. _____ - _____

(to be assigned by management)

Your Account No. _____ - _____

Assn. _____ Unit# _____

Short Description on Project: _____

Architectural Review Procedures are found in the Governing Documents of the Association, usually in the Declarations (CC&Rs) and in the Rules and Regulations. This application should be submitted to the management company by fax, mail or email. Management will assign it a Job Number, then scan your submitted materials and forward them to the Architectural Committee and/or Board of Directors.

As the Owner of the above referenced Unit and as a Member of the Association I agree to abide by the Association's DECLARATIONS AND RULES regarding Architectural Improvements. If non-owners occupy the Unit, I have ensured that my Residents have also agreed to abide by the DECLARATIONS AND RULES into the Rental Agreement of the Unit.

Formal review of this application will not begin until all required documents have been submitted.

Please attach the following information and/or documents and initial.

Detailed proposal describing changes desired. Include plans and drawings showing: (a) existing and (b) proposed changes. _____ *Initial*

Description of materials and products. In the case of hard surface flooring, include the Sound Transmission Rating (STC) and Impact Class (IIC) Rating calculations of the entire flooring system as required by the Rules of the Association. _____ *Initial*

License number, insurance information, and contact information for all contractors, sub-contractors, and other vendors who will be involved with the project. _____ *Initial*

Permits, if applicable. _____ *Initial*

Acknowledgement by neighboring units (adjacent, above and below, if applicable) of your project. _____ *Initial*

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I understand that any approval of my project by the Association is for design approval only with respect to the Association's Governing Documents and in no way implies approval or compliance with Building Codes or any permits that may be required by any governmental agency. It is the applicant's obligation to obtain all necessary permits and/or comply with all applicable governmental regulations. The applicant represents that the applicant has complied with all applicable governmental laws and ordinances and has obtained all necessary permits in connection with the proposed project. Applicant has attached or agrees to furnish copies of all permits to the Association prior to the start of construction of the proposed project.

Unless expressly agreed otherwise in writing by the Board of Directors, approval of this project is expressly conditioned upon the owner and successor record owner(s) agreeing to assume the cost of any additional maintenance directly or indirectly caused by the modification (s), addition(s), or improvement(s).

The applicant is responsible for notifying the management company when vendors are bringing in supplies so that the elevator mats will be provided to protect the integrity to the building. Vendors are responsible for maintaining the area where the work is being done. No debris is to be placed in the HOA trash receptacles.

During the review process, the Association may require that its architect, attorney, engineer, contractor or other professional review the proposed project. Such reviews may not be relied upon by the applicant owner to ensure correctness of plans from a legal, architectural, structural, engineering, or landscaping standpoint.

The applicant owner represents that, as a condition of submittal, applicant has independently confirmed that the proposed plans are correct from a legal, structural, engineering, and/or landscaping standpoint and will not negatively impact the Association or another unit or cause damage or additional maintenance to the Association or another unit.

Proposed start date: _____ Estimated completion date: _____

Unit Owner's Signature _____ Date: _____

HOA Board Approval _____ Date: _____

Villa Portofino Owners Association

Hard Surface Flooring Rules

This rule is to apply to hard surface flooring to include tile, wood, vinyl, or other floor coverings in the building Units for installations of hard surface flooring on or after November 1, 2018. Please review and initial each.

1. Installed hard surface floors must achieve an FIIC (Field Impact Insulation Class) minimum overall rating of 56 for type of floor that exists in Villa Portofino building. The underlayment needs to achieve an IIC rating (Impact Insulation Class rating as defined by ASTM) rating of 20 or higher when used in conjunction with the IIC rating for the building structure (approximately 36) so there will be an overall rating of 56. _____ *Initial*
2. An Architectural Review Application must be submitted to the Association Management and approved by the Board of Directors before installation begins. The application must specify a licensed flooring contractor and specify exact materials being installed including certification of an overall IIC rating of 56 for the proposed flooring system. _____ *Initial*
3. Owner must inform the Board of Directors (via the Association Management) when the work will begin so that installation may be monitored to be in compliance with approved specifications. **Bedrooms must be carpeted.** No hard surface flooring will be allowed in the bedrooms. _____ *Initial*
4. **Foot traffic areas in rooms with hard surface flooring (except kitchens and bathrooms) must be 60% covered with rugs. Owner is responsible to comply with this rule at owner's expense.** _____ *Initial*
5. If a hard surface floor is installed without obtaining Board of Directors' approval, owner will be required to remove the hard surface floor at the Owner's expense within 30 days. _____ *Initial*

Villa Portofino CC&Rs pertaining to flooring

5.10 . . . No hard surface flooring (including but not limited to hardwood floors, ceramic tiles or marble) shall be installed in any Unit on the second, third or fourth floors of the building without an underlayment of cork or similar sound insulation material with a minimum thickness of one-quarter inch. _____ *Initial*

5.14 (b) Restrictions: No building, fence, wall, obstructions, wiring, plumbing, screen, patio, patio cover, tent, awning, carport, carport cover, landscaping, planting, improvement, or structure of any kind shall be commenced, installed, erected, stained, painted or maintained upon the Common Area of the Project, nor shall any alteration or improvement of any kind be made thereto until the same has been approved in writing by the Board or by the Architectural Control Committee appointed by the Board. No permission or approval shall be required to repaint in accordance with the Declarant's original color scheme previously approved by the Board or the Committee, or to rebuild in accordance with plans and specifications previously approved by the Board or by the Committee. _____ *Initial*

5.14 (d) Modifications of Unit: The establishment of the Architectural Control Committee and the procedures described in this Section for architectural approval shall not be construed as changing any rights of or restrictions upon Owners to maintain, repair, alter, modify or otherwise have control over their condominiums as may be specified in Section 8.07 or elsewhere in this Declaration, or in the Bylaws or in the Association rules; provided that any alteration, improvement or maintenance within the boundaries of any Unit shall not impair the Project's structural integrity, utilities, mechanical systems or support. _____ *Initial*

5.14 (g) Submission, Approval and Conformity of Plans: Plans and specifications showing the nature, kind, shape, color, size materials and location of such improvements, alterations, etc., shall be submitted to the Board or the Architectural Control Committee for approval as to quality of workmanship and design and harmony of external design with existing structures, topography, and finish grade elevation. In the event the Committee fails to approve or disapprove plans or other requests submitted to it within thirty (30) days after such submissions, then such approval will not be required so long as any structure or improvement erected or altered pursuant to such plans conforms to all the conditions and restrictions herein contained and is in harmony with similar structures erected within the project. The Committee may delegate its plan review responsibilities to one (1) or more members of the Committee. Upon such delegation, the approval or disapproval of plans and specifications by such persons shall be equivalent to approval or disapproval by the entire Committee. _____ *Initial*