

BARRON SQUARE HOMEOWNERS ASSOCIATION

Thain Way • Palo Alto • California

ARCHITECTURAL MODIFICATION REQUEST FORM

-PLEASE PRINT-

NAME	DATE
ADDRESS	EMAIL
HOME PHONE#	CELL PHONE#
APPLICATION DATE	PLANNED COMPLETION DATE

Check all applicable improvements:

FLOORING

HARDWOOD

CARPETING

WINDOWS

INTERIOR REMODELING

BALCONY/PATIO

OTHER

DESCRIPTION OF PROPOSED CHANGES:

PLEASE ATTACH SKETCHES OR PLANS OF ALL IMPROVEMENTS REQUESTED FOR APPROVAL. THESE MUST BE SUBMITTED AND ATTACHED TO APPLICATION TO SHOW: 1) EXACT LOCATION - 2) DIMENSIONS - 3) CONSTRUCTION MATERIAL - 4) COLOR, AND ANY ADDITIONAL DESCRIPTION FOR THE ARCHITECTURAL COMMITTEE TO VISUALIZE THE APPEARANCE OF THE FINISHED PROJECT.

ALL WORK MUST BE PERFORMED BY A LICENSED CONTRACTOR(S).

Name & Address of Contractor: _____

License Number: _____

NOTE: Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Application fee is \$25 payable to Common Interest Management Services. *Improvement work may not commence without written approval of the Homeowners Association. Please submit plans anticipating up to 30 days for review and comment by the Architectural Committee. Unauthorized improvements are subject to removal at owner's expense.* Common Interest Management Services, 1720 S. Amphlett Boulevard, Suite 130, San Mateo, CA 94402 925-809-3034

Common Interest Management Services

1720 S. Amphlett Blvd, Ste 130, San Mateo, CA 94402 • 650-286-0292 (O) • customerservice@commoninterest.com

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LIABILITY AGREEMENT

1. I/We, the above-named owner(s) will be responsible for damage to the exterior of the building that may arise as a result of the above stated addition, change, or alteration, and will be responsible for maintenance of same.
2. I/We agree to obtain and produce copies of all necessary City of Palo Alto Permits for the Association upon demand.
3. I/We agree that any necessary insurance coverage for the protection of these modifications will be the sole responsibility of the owner(s).
4. I/We agree that if and when this unit is sold, this agreement must be disclosed as part of the sale and agreed to by the new owner(s) and the new owner is responsible for the contents of this agreement.
5. I/We recognize that the Association maintains the right of approval for the above stated addition, change, or alteration and may require its removal, should it be necessary for safety, maintenance of surrounding structures, or lack of property maintenance by the above-named owner(s).
6. I/We agree to hold the Association, its Board of Directors, members, employees, and agent harmless from any liability, injury, damage, or costs that may be incurred as a result of the above stated addition, change, or alteration.
7. I/We agree and understand that submission of this form alone does not necessarily fulfill all requirements for approval. The Architectural Committee and/or Board may require additional information in order to make a decision. Until all information has been received, the application stands disapproved.
8. I/We agree that if modifications to plans are required by the Architectural Committee and/or Board, that special conditions may be placed on the completion of work.
9. I/We understand that failure to receive the City of Palo Alto approval where necessary, and/or Committee/Board approval, constitutes automatic authorization by the applicant to the Association to have the work brought into conformance with the approved plans, specifications, and special requirements at the complete expense of the homeowner/applicant.
10. I/We understand that we have six (6) months to start the approved modifications and are responsible for notifying management upon project completion.

APPLICANT'S SIGNATURE _____ **DATE** _____

DO NOT WRITE BELOW THIS LINE - FOR HOA USE ONLY

_____ APPROVED

_____ APPROVED WITH THE FOLLOWING CONDITIONS:

.....
_____ DENIED

COMMENTS _____

_____ ADDITIONAL INFORMATION REQUIRED (as highlighted)

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ARCHITECTURAL CONTROL

(CC&Rs, Article VI, Section 6.11)

No Owner shall enlarge or structurally alter his or her Unit or alter or paint the exterior thereof without prior written consent of the Board. No window awnings may be installed without the prior written consent of the Board.

PROCEDURE FOR ALTERATIONS OR MODIFICATIONS

(PHYSICAL CHANGES)

1. WHO MAY START:

This procedure is initiated by any homeowner seeking to make a physical change, alteration, modification, repair, and/or structural change to the owner's separate interest or to the Common Area, if written approval is required by the Association.

2. DESIGN HARMONY:

Keep in mind that this is a common interest development that has been planned with harmony in design and location of structures and topography.

3. REQUIREMENTS:

A. Prior to construction, submit to the Association the following:

- 1) An approved architectural change form; and
- 2) Plans and specifications of the proposed change showing the nature, kind, shape, height, materials, colors, location(s) and other relevant information.

B. Upon receipt by the Association, the Association shall make a written decision within thirty (30) days. The decision shall be approved, disapproved, or approved with conditions.

- 1) If the change is approved, the homeowner may proceed.
- 2) If the change is disapproved, the written decision shall include an explanation of the reason the proposed change was disapproved.
 - a) If a proposed change is disapproved, the homeowner is entitled to reconsideration by the Board at an open meeting.
 - b) The homeowner has thirty (30) days from receipt of the decision to apply for reconsideration.
 1. Once received by the Board, it has thirty (30) days to schedule a reconsideration meeting.
 2. After the reconsideration meeting, the Board must issue a written decision within ten (10) days.

4. EXCEPTIONS:

- A. Reasonable exceptions may be made to the time deadlines in the discretion of the Board.
- B. Any exceptions will be made on a case-by-case basis.

5. TIME:

Initiation to termination of this process should take no more than one hundred fifty (150) days.

6. NO CONFLICT:

The adopted change(s) shall not be in conflict with the governing documents, current law and/or local ordinances, rules, or procedures.

7. CHANGES/MODIFICATIONS THAT REQUIRE APPROVAL:

- A. Any renovations, additions, repairs, or installations that would alter or modify the internal or external structure of any building.
- B. Any renovations, additions, repairs, or installations that would visually impact the Common Area.
- C. Any alterations to or construction on the Common Area.
- D. Any fences, hedges, or walls, except within enclosed patios.
- E. Screens or fences to conceal storage.
- F. Installation of awnings, sunshades, or screen doors.
- G. Installation of satellite dish or other type of audio/video receiver and solar energy system(s).

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