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HOMEOWNER ASSOCIATIONS ARCHITECTURAL DISCLOSURE AND APPLICATION FORM

Please send this completed form to one of the following:

Fax: 1 (888) 550-3530

Email: forms@gemanage.com

Mail: 12734 Branford Street, Suite 3, Arleta, CA 91331

Prior to completing, please check with us to see if your Association has a property specific form on file.

According to the governing documents of the Association, all changes to the common area and/or to the exterior of any unit or lot by a homeowner require the prior written approval of the Board of Directors. Interior changes may also be subject to the aforementioned architectural approval requirements, including any changes to the plumbing, electrical, flooring, walls, or other structural modifications to the unit.

Homeowners must submit this written application identifying the proposed modification(s) to the Board of Directors. The Board of Directors will approve or disapprove of the owner's application in writing within the required amount of days, typically within one week but may require up to six weeks from the time a complete file is received. Any approval is subject to the appropriate conditions and documentation required by the Board of Directors, and pursuant to the requirements as set forth in the governing documents of the Association.

HOMEOWNER INFORMATION

Date

Name

Unit Number

Unit Address

Phone Number

Email Address



VENDOR INFORMATION

Contractor

License Number

Insurance Carrier

PROPOSED ARCHITECTURAL MODIFICATION

Type

Location

Detail

DOCUMENTS REQUIRED

1. Signed Architectural Form
2. Vendor Proposal including Complete Job Scope
3. Insurance Certificate with Additional Insured Endorsement
4. Sample Photos or Architectural Renderings of Proposed Modification

WAIVER OF LIABILITY

The undersigned hereby agrees to waive all rights against the Homeowners Association, its management company, or their representatives arising out of this architectural modification. The undersigned also agrees that any and all liability caused by or arising from this architectural modification shall not be held against the Homeowners Association, its management company, or their representatives. The undersigned further agrees to indemnify the Homeowners Association, its management company, or their representatives from all losses, costs, expenses, and attorney's fees in connection with any such request described above to the property.

As a condition precedent to granting approval of any request, the applicant and the heirs and assigns thereto, hereby assume sole responsibility and all costs for any damage resulting in the undersigned's request.



HARD SURFACE FLOOR RIDER

The installation of hardwood or other hard surface floors, if done improperly may lead to disturbance, nuisance, and inhabitability issues with neighboring units. In the event that an architectural modification involves installation of hard surface floors and such installation results in disturbance, nuisance, and/or inhabitability issues with neighboring units, the installing unit agrees to undergo acoustic diagnostics and sound testing of the subject architectural modification. In the event that architectural approval is not obtained prior to the installation of hard surface flooring, the installing unit shall be responsible for the cost of sound testing regardless of the outcome of the testing. If architectural approval is obtained via this architectural application form, the undersigned shall be responsible for the cost of the sound test if the test fails, and the unit requesting the sound test shall be responsible for the cost of the sound test if the test passes.

In the event that sound testing results in noise levels above the sound standard set forth in the governing documents of the Association, or in the absence thereof, the industry standard of 55 dB FIIC (or 60 dB IIC), the undersigned shall cover all the costs to repair/modify the floor to meet the standards. These costs may include but are not limited to: demolition of improperly installed flooring, installation of appropriate soundproofing, and reinstallation of flooring.

AT ALL TIMES, THE UNDERSIGNED WILL ABIDE BY THE FOREGOING TERMS IN ADDITION TO THE CONDITIONS, COVENANTS, RESTRICTIONS, AND OTHER AGREEMENTS FOUND IN THE GOVERNING DOCUMENTS OF THE HOMEOWNERS ASSOCIATION.

HOMEOWNER SIGNATURES

Date: _____

Date: _____

By: _____

By: _____

Homeowner 1: _____

Homeowner 2: _____

APPROVAL BY THE BOARD OF DIRECTORS

| | |
|----------------|--------------------|
| APPROVED _____ | NOT APPROVED _____ |
|----------------|--------------------|

Date _____

Comments _____

Authorized Representative _____

Signature _____