

GATEVIEW HOMEOWNERS ASSOCIATION

555 Pierce Street, CML1, Albany, CA 94706 • 510-527-6725 • Brandon.Johnson2@FSResidential.Com

REQUEST FOR ARCHITECTURAL MODIFICATIONS

COVER PAGE & CHECKLIST

Please use this form as the cover page for ALL Architectural Change Request Submissions.
Please check the items that apply and attach the appropriate enclosures in the following order:

Homeowner's Name

Unit #

Telephone #

E-Mail

List of items that must be submitted:

☐ Cover Page & Checklist – page 1

☐ Request for Architectural Modifications Form –pages 2 through 6

- Page 1 must be signed by the Homeowner.
- Page 2 – **Signature Required:** General information for owners & contractors/installers must be signed by the Homeowner and the Contractor or Installer for all projects.
- Page 3 – **Signature Required:** Contractor installation requirements must be signed by the Homeowner and the Contractor or Installer for all projects.
- Page 4 – Flooring Installation Information must be signed for all hardwood, laminate, tile, stone or any other hard surface flooring installations & underlayment requirements.

If using other than Gateview approved underlayments, a specification or detail sheet must be submitted showing an IIC of 55 or more. **The cutsheet must indicate that the IIC rating was achieved on a BARE CONCRETE FLOOR WITHOUT A SUSPENDED CEILING BELOW.**

A receipt of the underlayment product used must be submitted for Association/Committee verification with the Notice of Completion form.

- Page 6: Notice of Completion form must be submitted to the Association Office after completion of work. Contact the Association office to schedule an inspection after completion of the work

☐ Contractor's License Number, Liability Insurance & Workers' Compensation Insurance

☐ Supplemental Drawings and/or product literature to fully explain the project.

☐ Copy of approved Building Permit application the City of Albany when remodeling the entire kitchen (cabinets and countertop) as well as bathroom showers and vanities.

I understand that the Architectural Committee may take 30 to 45 days to complete their review.

I will submit a Notice of Completion form to the Association office immediately after the completion of my Unit modification work. If replacing with hard surface flooring I will also submit the receipt of the underlayment indicating the product purchased.

Owner's Signature

Date

REQUEST FOR ARCHITECTURAL MODIFICATIONS

Date: _____ *For GV Office Use Only* Date Received: _____

Legal Owner's Name: _____ Unit # _____

Mailing Address (if different): _____

Work Phone: _____ Home Phone: _____ E-mail Address: _____

Detailed Description of Modification including underlayment specifications: Attach additional sheets if required.

Attach copies of scaled drawings, specifications, etc as necessary to fully explain the work. Include, on the application, all items to be removed or relocated including walls, electrical wiring, cable, telephone, plumbing fixtures, appliances etc. Structural changes will require plans prepared by a licensed Architect or Engineer & a City Permit. Submit Contractor's Liability Insurance Certificate and copy of current contractor's license..

Name of Contractor: _____ Phone: _____ License # _____

I, the Owner of Unit _____ acknowledge the following:

- I agree to abide by all Architectural guidelines in the Association's Governing Documents (CC & R's, By-Laws & Articles of Incorporation) and the Architectural Guidelines Handbook.
- I will follow all applicable laws, building codes, regulations & ordinances established by governmental agencies and will be responsible for obtaining all necessary permits including those required by the City of Albany. I will submit copies of all permits to the Association office prior to start of work.
- **I accept full liability for the construction done in my Unit** & for any damages caused to the common areas or to the residences of other homeowners due to any act of mine or my Contractor, workmen or supplier.
- I will not begin work until I have received written approval of this application.

Review is solely on the basis of the considerations set forth in the Governing Documents. Approval by the ACC shall not be deemed an approval of any plan or design from the standpoint of structural safety or conformance with building or other codes. Gateview Homeowners Association including its agents, the Architectural Committee and the Board of Directors will not assume liability for damages caused by or as a consequence of any modification, whether or not it was caused by positive acts or acts of omission. The Owner shall bear all responsibility and liability to persons, property, etc. resulting out of this work.

Owner's Name _____ Unit # _____ Signature _____ Date: _____

ARCHITECTURAL COMMITTEE USE ONLY Unit #: _____

Date Received: _____ Re-submittal Date : _____ ☐ Approved ☐ Disapproved ☐ More Information Requested

Comments: _____

Signature: _____ Date: _____

GENERAL INFORMATION FOR OWNERS & CONTRACTORS / INSTALLERS

- Submit your request for Architectural Modifications to the Gateview Association office. Allow 30-45 days for the **Architectural Committee (AC)** to complete their review. Contact the Association office at 510-527-6725 or e-mail Brandon.Johnson2@FSResidential.Com for any questions.
- Construction is allowed only on weekdays from 9 am to 5 pm with the exception of certain major holidays. See your CC&Rs for more information concerning major holidays. Weekend installation work is not permitted.
- **WOOD CONSTRUCTION FOR FRAMING WALLS, CEILINGS, SOFFITS, FURRING, ETC. IS NOT ALLOWED.**
- **The Association may need to access plumbing items (seals, traps etc.) of the Unit above from your Unit. This may require removal of wall tiles below the ceiling in your in your bathroom/kitchen, see page 4.**
- Homeowner is responsible for obtaining & following all Gateview Homeowners Association rules & regulations including any guidelines adopted by the **Board of Directors (BOD)**. **A copy of the current Architectural Guidelines handbook is available from the Association Office.**
- All Contractors must sign in at the Gateview Security office.
- Arrangements for elevator use must be made at least 5 days in advance with the Association office to avoid any scheduling conflicts with other residents. Only a padded elevator may be used.
- Any existing carpet, hardwood flooring and tile must be disposed of off-site. **DEBRIS SHALL NOT BE DISPOSED OF IN ANY GATEVIEW DUMPSTER OR LEFT ANYWHERE ON THE PREMISES.**
- All cutting and materials manipulation shall be performed inside the homeowner's unit and not in any common areas of the building such as lobbies, hallways, garage or driveway. All affected common areas must be cleaned on a daily basis. Any costs incurred by the Association to remedy the affected area will be billed to the Owner.
- Homeowners will be held responsible for any common area damage caused by their contractor.
- If ceiling work is proposed, the Contractor shall locate & protect existing sprinkler lines as necessary.
- **Original ceiling contains asbestos.** Removal of "popcorn" ceiling exceeding 100 sq. ft. shall be performed by a licensed asbestos abatement contractor.
- New washers & dryers are not permitted inside individual units.
- Adjacent Units will be notified of the proposed construction however as a courtesy, please inform your neighbors in advance if substantial noise or installation noise is anticipated during construction.
- **Appeal:** If the ACC disapproves any Plans and Specifications submitted by an Owner pursuant to the CC&Rs, the Owner may appeal in writing to the BOD. The BOD must receive the written request not more than thirty (30) days following the final decision of the ACC. Within thirty (30) days following receipt of the written request for appeal, the BOD shall render its written decision. The failure of the BOD to render a decision within the thirty (30) day period shall be deemed a decision against the applicant. The decision of the BOD shall be binding and final.
- **Inspection of Work:** The AC or its duly authorized representative may enter into any Unit, from time to time, during the course of construction or installation for inspecting such construction and/or installation. If the AC determines that such construction and/or installation is not being done in substantial compliance with the approved Plans and Specifications, it shall notify the owner of the subject Unit of such non-compliance. The AC may not enter into a Unit without obtaining the prior permission of the Owner or occupant of such Unit; provided, however, that such permission shall not be unreasonably withheld and shall be given for entry by the ACC during daylight hours within forty-eight (48) hours of the request for entry.
- **Reasonable Fees:** The BOD shall have the right to establish a fee for the review and approval of Plans and Specifications which must be submitted to the ACC. The BOD may also require an Owner to pay any fees, costs or expenses associated with the review and approval of the Owner's Plans and Specifications by an outside Licensed Consultant. An Owner also has the option to engage the services of a Licensed Consultant at his/her own cost for the review of plans & specifications to be submitted to the ACC.

☐ **I have read, understand and will abide by the requirements mentioned above.**

Homeowner Name

Signature

Date

Contractor Name

Signature

Date

CONTRACTOR/OWNER-BUILDER INSTALLATION REQUIREMENTS

TYPES OF CONTRACTOR INSTALLATIONS:

Architectural changes within a homeowner's unit which involve a contractor or Owner-Builder include but are not limited to any change that involves a substantial penetration, addition or re-location of a wall, ceiling or any major structural fixture, architectural feature or appliance and removal and flooring installations. Please refer to the Architectural Guidelines for more details concerning the definition of an architectural change which requires approval.

GENERAL KNOWLEDGE REQUIREMENTS:

If a wall or ceiling which encompasses plumbing or a fire sprinkler will be penetrated (even if plumbing or fire sprinklers will not be relocated or altered), a proper mechanical orientation of where the plumbing and sprinkler system shut off valves and enclosed conduit must be requested of the Association in writing to ensure the following:

- All possible precautions should be taken to prevent a flood.
- A thorough understanding of what to do if an unexpected flood does occur is required.
- Water main shut-off valves that may need to be accessed in the event of an emergency should be identified in advance.
- If fire sprinklers will be relocated, approval from the Albany Building Department will be required.
- If fire sprinklers will be relocated or disarmed during construction, special security measures must be considered.

SUBMISSION REQUIREMENTS:

An original architectural drawing of the unit must be included. A photocopy of this can be made from the original architectural prints made available through the Association office.

The original architectural drawing must be annotated to highlight the following:

- **Plumbing:** The homeowner and contractor should review the original architectural drawing for circles which indicate where plumbing is located in the walls of the homeowner's unit. If plumbing is to be altered or re-located, please provide a separate diagram to indicate how this will be reconfigured.
The Association may need to access plumbing items (seals, traps etc.) of the Unit above, from inside your Unit. This may require removal of wall tiles below the ceiling in your bathroom/kitchen if these walls are tiled all the way up to the ceiling.
- **Fire Sprinklers:** The homeowner should mark and label a copy of the original architectural drawing with asterisks and captions to indicate where fire sprinklers are positioned in the area of the home where construction will take place. New sprinkler locations should be drawn, and captions should be used to describe where the contractor is proposing that they be relocated.
- **Electrical/Cable/Telephone:** The homeowner should mark and label a copy of the original architectural drawing with squares to indicate where electrical, cable and telephone lines are positioned in the area of the home where construction will take place. New electrical/cable/telephone locations should be drawn, and captions should be used to describe where they will be relocated.
- **Supplemental Documentation:** Any other pictures, drawings or renditions which depict the proposed architectural change or addition should be included if available.

Inspection by the Association or its representative may be required at different stages of completion.

☐ **I have read, understand and will abide by the requirements mentioned above.**

Homeowner Name

Signature

Date

Contractor Name

Signature

Date

Revised: May 2021

Gateview Homeowners Association

Page 4 of 7

FLOORING INSTALLATION INFORMATION

An approved underlayment with an Impact Insulation Class (IIC) rating of 55 or higher must be installed under all hard surface flooring (except in bathrooms). Hard surface flooring includes hardwood, laminate, tile, stone or any other hard surface. The underlayment must be installed per the manufacturer's recommendations.

Underlayment under hard surface flooring in bathrooms is recommended but not required.

Approved underlayment materials are as follows:

- **Quiet Walk**
- **Cork - 8mm minimum**

Other underlayment products are acceptable provided that a specification/detail sheet from the manufacturer showing an IIC rating of 55 or higher **ON A CONCRETE FLOOR** (6" thick) is submitted with the application. The specification or detail sheet must show that the IIC rating was achieved without a suspended ceiling below. IIC test data will be used to determine IIC rating of the underlayment.

ENGINEERED HARDWOOD AND LAMINATE FLOORING:

EXPANSION GAP REQUIREMENTS:

All perimeter areas of the installation (where the floor meets the wall) must allow for an expansion gap to limit noise transference and buckling. Check with the manufacturer and installer for required width of the expansion gap.

Solid plank Flooring is not recommended at Gateview.

STONE OR TILE FLOORING

Hard surface flooring such as stone, ceramic tile, marble etc will not be permitted over an existing hardwood floor. The hardwood floor (of any kind including laminate and composition) must be removed before the hard surface floor is installed.

Tile flooring must be installed per the guidelines of the **TILE COUNCIL OF AMERICA**.

All perimeter areas of the installation (where the floor meets the wall) must have either a resilient (or acoustical) caulk applied, or a perimeter isolation barrier installed to limit noise transference. A **¼ INCH** gap filled with either the acoustical caulk or perimeter isolation barrier **MUST** exist between the hard surface material and any perimeter structures. These guidelines must be strictly followed to prevent noise transference both laterally and vertically.

☐ **I have read, understand and will abide by the requirements mentioned above.**

Homeowner Name

Signature

Date

Contractor Name

Signature

Date

WINDOW REPLACEMENT AND BALCONY ENCLOSURE INSTALLATION REQUIREMENTS

GENERAL REQUIREMENTS FOR WINDOW REPLACEMENT AND BALCONY ENCLOSURE:

- 1) Plans, elevations and details of the window or balcony enclosure must be submitted with the Unit modification application. The materials must be bronze anodized aluminum for the frame and clear glass for the windows. Elevations of the windows and balcony enclosure must match existing installations.
- 2) The window manufacturer/installer shall provide windows that will resist the calculated loads noted in the structural report. (Structural report is available from the Association Office and on FSR Connect under "Forms"). Arcadia ULT500 window is pre-approved by the Association.
- 3) A building permit must be obtained from the City of Albany. A copy of the Building Permit must be submitted with the Unit Modification Application.
- 4) Provide a sample of the frame color for review (color brochures do not depict actual colors and will not be accepted).
- 5) Provide specifications of the proposed glass. Glass must be double glazed and clear. Green tinted glass will not be accepted. A sample of the glass may be required for review and approval. Solarban 60 clear+clear glass is pre-approved by the Association
- 6) Work must be performed by a licensed contractor. Contractor's liability insurance must have a minimum \$1,000,000 per occurrence limit and a \$2,000,000 general aggregate limit.
- 7) Any future leaks through the replaced windows or the enclosed balcony enclosure will be the Homeowner's responsibility.
- 8) The Association assumes no responsibility or liability for any damage resulting from window replacement or balcony enclosure at any time.
- 9) The approval, subject to all of the above, is good for 90 days. If the work has not been completed within 90 days of the approval, the applicant must resubmit the application to the Association Office.

ADDITIONAL REQUIREMENTS FOR BALCONY ENCLOSURE:

- 10) In addition to a City of Albany Building Permit, approval from the City of Albany Fire Department is also required. Copies of these documents must be submitted with the Unit Modification Application. Be advised that either the removal of the existing glass patio door or the installation of a new sprinkler head in the balcony area will be required by the Albany Fire Department.
- 11) Front panels are to be consistent with existing conversions. Either the middle or the end panels may be opening panels. Panels on the side(s) of the balcony are one on each side.
- 12) Water sealing of the balcony area above will be the Owner's responsibility and is required in order to prevent leaks from the balcony area. You will need permission from the unit owner above to water seal the floor of their balcony as well as the drainage pipes, if needed, on their balcony.
- 13) Cleaning of the glass enclosure will be the owners' responsibility. Enclosure windows will not be washed during the exterior window washing process.

☐ I have read, understand and will abide by the requirements mentioned above.

Homeowner Name

Signature

Date

Contractor Name

Signature

Date

NOTICE OF COMPLETION (MUST submitted after completion of Work)

Upon completion the Work, the Owner shall give written notice of completion of work by dropping it off at the Association office.

Within 30 days of receiving notice of completion, the ACC, or its duly authorized representative, shall have the right to enter into the Unit to inspect the completed work to determine whether all work was completed in substantial compliance with the improvement/modification described in the approved Request for Architectural Approval, including all attachments thereto.

If the ACC, or its duly authorized representative, finds that the work was not completed in substantial compliance with the approved Request for Architectural Approval, the Association will notify the Owner in writing within 30 days of the inspection, specifying the particulars of non-compliance, and shall require the Owner to remedy such non-compliance at the Owner's cost.

If, upon the expiration of thirty (30) days from the date of such notification, the Owner shall have failed to remedy such non-compliance, the ACC shall notify the BOD in Writing of such failure. After affording such Owner Notice and Hearing, the BOD shall determine whether there is a non-compliance, and if so, the nature thereof and the estimated cost of correcting or removing the same. If non-compliance exists, the BOD shall require the Owner to remedy or remove the same within a period of thirty (30) days from the date of the Board ruling. If the Owner does not comply with the BOD ruling within such period or within any extension of such period as the BOD, in its discretion, may grant, the BOD, at its option, may either levy a fine, remove the non-complying improvement or remedy the non-compliance and the Owner shall reimburse the Association for all expenses incurred in connection therewith upon demand. If such expenses are not promptly repaid by the Owner, the BOD shall levy an Enforcement Assessment against the Owner for reimbursement.

If the Association fails to notify the Owner of any non-compliance within 60 days of receiving the Notice of Completion from the Owner, all work described in that Notice shall be deemed to be in substantial compliance with the approved Request for Architectural Approval.

Date Work Completed: _____

Homeowner Name: _____

Address (including Unit #): _____

Mailing Address, if different: _____

Work/Cell Phone: _____ Home Phone: _____ E-mail Address: _____

Description of Completed Improvement/Modification: _____

Signature of Owner: _____ Date: _____

ARCHITECTURAL COMMITTEE USE ONLY

Unit # _____ Date Notice Received: _____ ☐ Unit Inspected ☐ Unit Not Inspected

Date Unit Inspected: _____ Substantial Compliance: ☐ Met ☐ Not Met

Comments on Inspection (if any) or Particulars of Non-Compliance: _____

Signature: _____ Date: _____