

ARCHITECTURAL REVIEW GUIDELINES

POLICY

Pacific View owners must submit a Design Review Application for exterior or interior alterations or improvements which include the following:

- 1) **ANY** structural alterations to the floor, ceiling, exterior walls, windows, exterior doors and decks
- 2) **ANY** “inside-the-wall” or “rough” plumbing, mechanical, communication (phone or cable), or electrical system alterations

The Design Review Application must be approved **PRIOR** to starting any work.

Note: A fine and/or other disciplinary action may result from a unit owner's failure to comply with this policy.

Please remember as you plan your improvements that we own a wooden structure, with integrated systems, and the changes you propose may possibly affect the entire building.

PROCEDURE

1. Submit two copies of your request (by mail, email, fax or personal delivery) to the General Manager, using the Design Review Application form (see page 2).
2. Be sure to fill out the form as completely as possible, and include enough information to show in detail the proposed improvements.
3. Upon receipt of the request, the General Manager, Building Committee and/or Board of Directors will review it and advise you if additional information is needed.
4. The General Manager, Building Committee and/or Board of Directors will endeavor to respond to your application within 10 business days unless, in their judgment, the project is complex enough to need a professional opinion. If that is the case, you will be contacted with an estimated time for response.
5. You will receive a Design Review Response form (see page 4) with a decision and any recommendations.

If, in the process of planning the remodel, you find additional areas needing repair, or repairs beyond the scope of your plans, please contact the General Manager as soon as possible to modify your request.

PERMITS

Note that all alterations or construction must comply with local, state, and federal building regulations. Building, electrical, or plumbing permits may be required.

Compliance with building regulations and obtaining permits/inspections (if required) is ultimately the responsibility of the unit owner; if delegated to a contractor, you must

ensure that it is done. Board approval of a project does not constitute compliance with, or substitute for, building regulations or permit requirements.

Further information on conduct of the project after approval may be found on page 5.

Pacific View Homeowners Association

ARCHITECTURAL REVIEW APPLICATION

Date Submitted _____

Unit Number _____

Application Number _____

Applicant Name(s) _____

Mailing Address _____

E-Mail _____

Best Contact Number(s) _____

Modification type(s): _____ Deck

_____ Unit interior

_____ Other

General project objective (e.g. "bathroom remodel", etc.) _____

City/county permits required? _____

If yes, what type? _____

Expected start date _____

Expected completion date _____

Pacific View Homeowners Association

Name of Contractor _____

Signature of Contractor _____

Please provide a complete description of the project as described on Page 3.

DESCRIPTION OF PROJECT

Describe below, or attach, a complete description of any structural or systems alterations to be made to the unit and the materials to be used, per the policy stated on page 1. Include drawings, sketches, or textual description for adequate review.

Address the following areas where applicable:

- a. Plumbing
- b. Electrical
- c. Mechanical
- d. Modifications to windows or doors must meet specifications as adopted by the Building Committee
- e. Other

Please check the Declaration and Bylaws for the definition of common areas and specifically address any common area which may be affected.

Pacific View Homeowners Association

ARCHITECTURAL REVIEW RESPONSE

Unit Number _____

Application Number _____

Date Received _____

Date Reviewed _____

_____ Approved as submitted

_____ Approved with conditions

_____ Disapproved as submitted; changes recommended

The General Manager or Board of Directors require the following as a condition of approval, or recommend the following changes in a re-submission:

General Manager / Board of Directors _____

Signature

Pacific View Homeowners Association

Name _____

AFTER APPROVAL

When your project has been approved, please provide the General Manager with the following information within 5 business days after you receive it:

1. A copy of each required permit
2. Information for all contractors and sub-contractors, as applicable, including name, business contact number / email, and CCB License number

Please provide, or ensure the contractor provides, 72-hour advance notice of all drilling, required water shut-off, or excessively loud noise so that residents may be notified.

CONTRACTOR REGULATIONS

1. The unit owner having the work done is responsible to see that all contractors and service people follow these regulations.
2. Working hours: 9:00 AM to 5:00 PM Monday through Friday, 10:00 AM to 5:00 PM Saturday, and 12:00 PM to 5:00 PM Sundays.
3. Contractors/service people are required to clean all common areas (i.e. elevators, hallways, etc.) of trash, dirt, dust, etc. caused by their work and dispose of it off-site, NOT in Pacific View House trash containers.
4. All materials, tools, etc. are to be removed or stored inside the unit overnight. Runways need to be as clear as possible at all times.
5. If the work to be performed impacts more of the building than the unit being worked on (e.g. the water and electrical systems), the contractor/service people are required to contact management for coordination and advance approval. If the water to other units needs to be shut off, it shall not exceed a maximum time of one (1) hour, during which time a shut-off valve should be installed first to isolate the unit being serviced.