



# SAN LORENZO VILLAGE HOMES ASSOCIATION

## Procedure for Application, Approval, and Completion of Exterior Alterations

(Adopted 05-21-2015)

**PURPOSE:** This document establishes the procedure for requesting approval of any proposed construction, alteration, addition, change, repair or remodeling to the exterior of any building, fence, wall, retaining wall, or structure on any lot or to any exterior hardscape or landscape on the front yard of any lot (collectively “exterior alterations”).

**INTRODUCTION:** Covenant, Conditions, and Restrictions (CC&Rs) are imposed on each property and are for the mutual benefit of all properties in the Association. Association approval is not required for interior alterations, unless interior alterations affect the exterior appearance.

**APPLICATION:** A completed ‘*Application for Architectural Alterations*’ form along with all required plans, specifications, drawings and other documents (collectively the “application”) must be submitted to the Association and approved in writing by the Association before any work on any exterior alterations commences. Applications are available online at [www.slvha.com](http://www.slvha.com) or at the Association office.

If the County requires a building permit, the permit drawings and specifications submitted to the Association must be the same as those approved by the County.

If the County requires modifications to the plans, specifications, drawings, or other documents previously approved by the Association, the modified plans, specifications, drawings, and other documents must be resubmitted and approved in writing by the Association along with a revised application before starting any work.

**SECOND STORY ADDITIONS** require plans be submitted to the Alameda County Planning Department, 224 W. Winton, Room 111, Hayward, CA 94544, (510) 670-5400, prior to submission to the Association. A \$100 fee (cost of processing *Application*) must also be submitted with the completed *Application* and County approved plans. The Association will mail form letters to neighbors in the surrounding blocks (within view of the proposed addition) and the plans will be available for property owners to review for ten (10) business days. Property owners may submit concerns/objections, in writing, on a form provided by the Association. These concerns will be discussed with the Applicant and if not resolved informally, the matter will be submitted to a Mediation Committee. At the conclusion of the mediation process, the mediator shall provide the Administrator (who will forward copies to the concerned parties) with a written report with either a signed mediation agreement or a recommendation regarding resolution of concerns. Any party not in agreement with the recommendation may appeal to the SLVHA Board of Directors within fifteen (15) days of the date of the mediator’s report. The appeal must contain the basis for disagreement and all documents supporting the appeal. The matter will be heard at an open Board meeting within sixty (60) days following the Association’s receipt of the appeal.

**ASSOCIATION DECISION ON COMPLETED APPLICATION:** The Association shall make a written decision on a proposed exterior alteration within thirty (30) days from the date that a completed application (including all required plans, specifications, drawings, and other documents) has been received by the Association. If a proposed exterior alteration has been disapproved, the written decision shall include both

an explanation of why the proposed change is disapproved and a description of the procedure for reconsideration of the decision by the Board. Approval of any application does not set a precedent for any other subsequent application by any owner.

The Board may delegate the responsibility to process applications and make a decision on an application to an executive committee, an individual director, or a duly appointed agent.

The Association has the right to inspect the worksite from time to time to insure compliance with the approved application. Failure to comply with any request for an inspection will be cause for the Association to take further action as authorized by the governing documents and applicable law.

**RECONSIDERATION PROCESS:** If a proposed exterior alteration is disapproved, the applicant is entitled to reconsideration by the Board at an open meeting of the Board, unless the disapproval was made by the Board at an open Board meeting. The applicant must deliver a written request for reconsideration to the Association within thirty (30) days after the applicant's receipt of the disapproval. The request for reconsideration must contain the basis for the request and all documents supporting reconsideration. The request for reconsideration will be heard at an open Board meeting within sixty (60) days following the Association's receipt of the request for reconsideration.

**PROJECT REQUIREMENTS:** Work on any approved application must begin within sixty (60) days from the date the application is approved, and must be completed within a reasonable time after commencement of the work or as specified by the Board.

To avoid the adverse impacts of construction/alterations on neighboring residences, all work shall be performed between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday, and 9:00 a.m. and 5:00 p.m., Saturday and Sunday. All "work" includes set-up and preparation activities, delivery of parts and materials, and clean-up activities at the end of the day. Violators are subject to a fine, pursuant to the Association's Fine Schedule.

The work site must be kept neat and orderly during all phases of the project. It is the applicant's responsibility to provide for immediate cleanup of any excavation or construction debris that inadvertently spills onto streets or adjoining properties. At no time shall the work obstruct the public right of ways, unless appropriate access agreements and/or encroachment permits are obtained.

After completion of the work, the work site will be cleared of all temporary structures, construction debris, excess dirt, and leftover materials. The owner shall notify the Association in writing (by any form of delivery that contains proof of delivery) that the work has been completed immediately upon completion of the work for which approval was required. The Association shall have the right to inspect the work, with reasonable notice to the owner and/or residents, for up to one (1) year after the work has been completed. The owner will be notified in writing of any items that do not conform to the original approved plans. The owner shall then remedy these items of noncompliance at the owner's sole expense by the time specified, which shall not exceed sixty (60) days.

Adopted by the San Lorenzo Village Homes Association Board of Directors on May 21, 2015

Certified as a true copy

  
Secretary of the Corporation