



MARQUEE

PARK PLACE H.O.A.

ARCHITECTURAL APPLICATION INSTRUCTIONS

1. Complete all information required on the Architectural Application form.
2. Briefly describe the architectural modifications for which you are applying.
3. Submit plans and specification showing the location, nature, kind, shape, height, and materials. Include the color and any other requirements as outlines in the Architectural Guidelines, clearly indicating all proposed modifications.
4. Description of materials, colors, and material samples.
5. A proposed construction schedule (including proposed start and completion dates.)
6. Certificates of Insurance (including contractor's exclusions and proof of valid workers compensation insurance.)
7. Permits and licenses, if applicable.
8. Name, address, and phone numbers of all contractors and subcontractors who will work on the project.
9. Architectural Deposit. This is a holding deposit and will be returned if there are no damages done to the common areas of the building. (\$250-refundable)
10. Architect submittal fee. This fee is to submit plans and get approval from the building architect. All modifications must be submitted to the building architect and are subject to approval. (\$250- non- refundable)
11. Send or deliver all application items to the Management Office.

Note: Some of the above conditions may be waived upon request and approval. Said requests must be in writing.



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ARCHITECTURAL APPLICATION

Name of Association: _____

Name of Owner(s): _____

Address of Unit: _____

E-Mail: _____

Work Phone: _____ Home Phone: _____

Applicant agrees and understands that the application does not fulfill all of the conditions and requirements for an approval. In addition to this completed "Architectural Application" form, the applicant must submit to the Architectural Review Committee (and/or Board of Directors) a set of plans and specifications showing the nature, kind, shape, height, materials and locations of the proposed architectural alteration. It is also understood by the applicant that the submission must be in writing. There may be additional information required as deemed necessary to make a decision. Until all information is submitted to the committee, the application will be deemed to be incomplete and the application will stand unapproved.

General Description of proposed work:

Applicant agrees and understands that, in the event the modification is approved by the Committee or Board, that they may impose "Special Conditions, of construction and maintenance on the approved work. Any special conditions shall be attached and be a part of the approval. Any deviation from the approved plans, specifications or special conditions shall cause the permit to terminate and become null and void. Applicant agrees and understands that failure to conform to these requirements will be automatic authorization by the applicant to have the work brought into conformance with the approved plans, specifications and special conditions. Applicant further agrees and understands that all costs incurred by the Association as a result of bringing said work into compliance shall be a charge against the owner's lot. Such costs shall include costs of construction, reconstruction, administration, fees, attorney fees and reasonable court costs, if incurred.

It is also agreed that no work will be initiated which would be a violation of any provisions of the Association's Declaration of Covenants, Conditions and Restrictions or any applicable building code; be an annoyance to the residents; or increase the cost of insurance. Applicant agrees to indemnify the Association against any and all acts or claims arising in connection with the improvement, including but not limited to, any and all acts, omissions, or claims arising in connection with the approval, construction, operation, maintenance, repair, use or removal of the improvement, including attorney fees and costs of litigation no connection therewith. Applicant agrees that, in the event the application is approved, all maintenance, repair, or replacement of the approved item will be the sole responsibility of the unit owner and further that any expense incurred by the Association that is the direct or indirect result of the approved change shall also be the sole responsibility of the unit owner. All work should be initiated with consideration of the grounds, esthetics, time and noise factors. Applicant understands that all necessary permits and approvals from municipalities or other jurisdictions are the sole responsibility of applicant that Committee/Board approval of this application is subject to the applicant receiving all such necessary permits and approvals.

Applicant agrees to the foregoing conditions and accepts those conditions as evidenced by the owner's:

Signature: _____ Date: _____

Staff Use Only:

Approved: _____ Denied: _____ Date: _____

Signed: _____



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REQUIREMENTS FOR CONTRACTORS, SUBCONTRACTORS AND ANY OTHER WORK

Insurance and Contractor's License: Each Owner shall ensure that all contractors, subcontractors, or any other person or entity who/which performs work on or within the Community, shall provide proof of insurance, proof of valid workers compensation insurance, a California State Contractors License and a Irvine Business License to the Board. The Association shall be named as an additional insured on the Certificates of Insurance for the period of time the work is in progress.

Registration of Work: All contractors, subcontractors, or any other persons who perform work on or within the Community, shall provide prior notice to the Property Management Company. A representative of the Property Management Company has the right to accompany the person or persons performing the work and take photographs of the condition of the Common Area or Association Property prior to the commencement of the work and after completion of the work.

Damage: Any damage caused by contractors or sub-contractors to any Common Area, Association Property or Residential Units is the Owner's responsibility. Any damage must be reported immediately to the Property Management Company. The Owner will be held liable for the actions of his/her contractors, subcontractors and/or workers and the Owner will be responsible for any costs of repair incurred by the Association.

Protecting Floor Areas, Common Areas, Hallways and Elevators: The service elevator must be protected with padding during any work by an Owner which could damage the interior of the elevator. Protective coverings must be placed in hallways and common areas during any work. All protected padding and coverings must be removed by 5:00 p.m. each day.

Trash and Debris: All trash and debris must be carried off-site on a daily basis. Neither the trash rooms in the Parking Garage, nor the trash chutes, may be used for disposing of construction or installation debris. Contractors may use the trash dumpsters only with the permission of the Property Management Company, and will be charged a fee for placing construction materials in the dumpster.

Electrical and Plumbing: All electrical and plumbing work must be performed by a contractor licensed in the State of California in accordance with authorized Plans and Specifications. All plumbing must be properly insulated for sound and must be isolated from walls, studs, joists, ceilings and flooring.

Utility Shutdowns. Any plan to temporarily disconnect for any reason a Residential Unit's utilities must occur on a date coordinated with the Property Management Company at least one (1) week prior to the proposed date for interruption of utility service. If any Property Management Company or Association staff is used, the Owner must pay all expenses (including overtime) when using such services.

Working Hours: Working hours for any Improvements are limited to Monday through Friday, 8:00 a.m. to 5:00 p.m. No work is allowed on weekends or on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas Day. Workers may access the Community thirty (30) minutes before the applicable "Working Hours," but may not make any disruptive noise until "Working Hours" begin. Painting that does not disrupt others and work that does not create disturbing noise, vibrations or odors is not subject to the "Working Hours" limitation but requires prior approval by management.

REQUIREMENTS FOR CONTRACTORS, SUBCONTRACTORS AND ANY OTHER WORK

(Continued)

Conduct by Workers: Workers shall exhibit proper behavior consistent with the terms of this Handbook, and shall show respect toward other residents of the Community. Workers are not allowed to bring their pets within the Community and will be denied entry if they have a pet with them. Workers are prohibited from creating nuisance noise unrelated to the construction work. Workers are also prohibited from eating meals or taking breaks on the grounds in the Association Property. Workers must perform work such as carpet cutting and tile cutting in an area designated by the Property Management Company. All workers must wear shoes, pants or shorts and shirts with sleeves in the Community at all times.

Stopping Work: The Association has the right to stop any work that is in violation of these regulations, creates a fire or safety hazard, or interferes with activities in the Association Property.

Fire Safety Devices: No one shall remove any permanent smoke detectors, sprinklers, security speakers or fire safety devices anywhere in or about a Residential Unit, the Common Area or the Association Property. If spray paint, sanding, or any other work that could potentially set off the smoke detectors or fire sprinklers will be performed, it is permissible to cover smoke detectors and/or fire sprinklers with plastic (and no other material), but the plastic **must be removed at the end of the each day. A fine of \$500 will be charged for each smoke detector or fire sprinkler left covered overnight.** Arrangement with the Association c/o the Property Management Company needs to be made in order to cover and protect smoke detectors located in the Common Area corridors adjacent to the Residential Unit. **Fire exits may not be blocked at any time.**

Equipment: Contractors must use their own equipment. The use of Common Area electricity facilities, and Association tools and equipment is prohibited. Workers are also prohibited from using their equipment in the parking areas or garage or other Common Area. The Association is not responsible for the disappearance of any tools, equipment or materials left in the Common Area or Association Property.

Minimizing Dirt, Etc.: The front door of each Residential Unit must be kept closed during construction in order to contain dust, dirt, noise, paint fumes, etc.

Owner Responsibility: Each Owner is responsible for any violations by such Owner's contractor or subcontractors of the Architectural Guidelines, the Rules and Regulations and the Governing Documents.

Contractors and Subcontractors Information: Names, addresses and phone numbers of all contractors and subcontractors who will work on the project, must be registered and provided before the job commences.

Company Name

Date: _____

Address

Phone Number

E-mail

Contractor Name

Signature

Homeowner Name

Signature