

# Dollar Hill No 2 Homeowners Association

## *Unit Modification Introduction*

### Contents

This contains three sections:

1. The Unit Modification Introduction, which you are now reading, outlines the process of a modification approval.
2. The Unit Modification Application, which tells the Board the changes you are planning on making. This application is submitted to the Board.
3. The Unit Modification Agreement, which you, your contractor and the Dollar Hill II Board signs which commits all parties to the terms of the agreement.

### Statement of Purpose

The Dollar Hill No 2 Homeowner Association requires approval by the Board of Directors for certain modifications that may affect the cost and enjoyment of Dollar Hill II for current and future owners. It is the intent of the following guidelines to preserve a peaceful and comfortable environment at Dollar Hill II. Specifically, the approval of a modification to a Dollar Hill II unit is required in order to:

- Assure that all exterior construction be totally compatible with the existing design and, when completed, appear to have been part of the existing structure and blend in with the overall design.
- Assure that all construction is done by licensed and insured contractors/ homeowner-builders who will conform to current construction codes to ensure a safe environment for all home owners.
- Assure that all work done is in conformance and permitted with all agencies including Placer County and TRPA.
- Assure that the work is done in a manner that minimizes the affect upon other Dollar Hill II owners and guests of the owners. This includes the timing of the construction as well as the limitation of noise, smell, odors and debris that is a result of construction.
- Assure that the work is done in a manner that is at least up to the construction standards of existing Dollar Hill II units and done in a manner that will not create costs to the Dollar Hill No 2 Homeowners Association in the future.
- Assure that once the construction is complete, the ownership for maintenance of the construction is understood and agreed upon prior to construction.

### What modifications requires approval

Each construction project has different characteristics so there is no simple single answer to define that which requires a Board of Directors approval. It is the responsibility of each owner to intelligently decide if approval may be required and request approval prior to the start of construction.

There are some modifications that categorically will require approval. If ANY of the following conditions of a project exist, the home owner MUST obtain prior approval from the Board of Directors.

- The project requires any agency permit.
- The project is expected to last longer than 3 days.
- The project is likely to generate noise beyond normal household daytime sounds.
- The project is likely to create smells or odors that may be smelt in other units.
- The project involves any construction on the exterior of a building.
- The project involves creation of debris that may be visible from other units.
- The project requires the use of more than the parking space of the unit.
- The expected cost of the project is greater than \$5,000.

It is the advice of the Board of Directors that if there is a doubt as to whether a modification requires approval, that the home owner requests approval and the Board of Directors will make a final determination.

#### **When approval must be obtained**

Clearly the approval must come before any construction begins but the Board of Directors will require copies of all agency permits, contractor's license, and contractor's insurance certificate with endorsements along with proof of Workers Compensation Insurance and construction plans. Thus, completion of the modification agreement and the Board of Directors approval will be one of the last major items prior to construction. The homeowner may wish to request preliminary approval for a project during the projects planning process and get final approval when all the other requirements are met.

#### **What am I agreeing to in the modification permit?**

When your project is approved, you will have agreed to:

- Abide by limitations to times and days during which construction is permitted. Those days will be Monday through Saturday and during normal work times of 8am to 6pm.
- Abide to respect limitations of not working during the normal high use times of:
  - Easter Week,
  - Memorial Day, 4th of July, and Labor Day Weekends
  - Thanksgiving Weekend and
  - Christmas through New Year's Day.
- Times other than those listed above are considered lower use times and referred to as the shoulder season.
- Restore to original condition or correct any deviation from the plans not approved by the Board of Directors.
- Abide by any special conditions of construction required by the Board of Directors.

#### **What are the steps to complete the Unit Modification Process?**

There are five steps to completing the modification process:

1. Fill out the Unit Modification Application and submit it to the Dollar Hill II Board of Directors.
2. The Board may require further information and there may be discussion and possible compromise between you and the Board. When there is an agreement on the modification, the construction timing and long-term maintenance obligations, the board will issue and Preliminary Approval.
3. You or contractor will take this approval along with whatever information is required by Placer County and TRPA and obtain the required building permits.
4. Once you have the permits, you and your contractor send the signed Unit Modification Agreement to the Board for their final approval and signature.
5. Proceed with the modification abiding by the terms of the agreement.

# Dollar Hill No 2 Homeowners Association

## Unit Modification Application

Name of Owner(s): \_\_\_\_\_ Unit # \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### Proposal Summary

Date of submittal:

Drawings Included?

Photos Included?

Duration of Project:

How many days?

Proposed start date:

Proposed completion date:

Name of Contractor \_\_\_\_\_ License # \_\_\_\_\_

Contractor Address \_\_\_\_\_  
\_\_\_\_\_

Contractor Phone \_\_\_\_\_ Emergency Phone (after hours) \_\_\_\_\_

Complete project description, and attach additional sheets if necessary.



# Dollar Hill No 2 Homeowners Association

## *Unit Modification Agreement*

Name of Owner(s): \_\_\_\_\_ Unit # \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

All references to Applicant shall include each and every present owner and such owners, successors, and assigns. The Applicant must submit to the Board of Directors a set of plans and specifications showing the nature, kind, shape, height, materials and locations for the proposed unit modification prior to approval of this agreement. The Board of Directors may require additional information, as it deems necessary to make a decision. Until all information is submitted to the Board, the application will be deemed to be incomplete and inactive.

Applicant agrees and understands that in the event that the Board approves the modification, the Board may impose "Special Conditions" of construction and maintenance on the approved work. Any special conditions shall be attached and be apart of the approval. A licensed contractor, who must supply proof of liability insurance and Workers Compensation Insurance for any employees to Hansen Management & Maintenance Company, or homeowner-builder shall perform all work.

Any deviation from the approved plans, specifications or special conditions or failure to complete the project in a timely manner shall cause the Approval to 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 or return the unit to its original state at the option of the Board of Directors. Applicant further agrees and understands that all costs incurred by the Association to bring said work into compliance or return the unit to its original state as a result of the approval becoming null and void, be paid by the Applicant. Such costs shall include, but not be limited to, cost of construction, reconstruction, permits, fees, administration fees, attorney fees and reasonable court costs if incurred.

It is also agreed that no work will be initiated which will: be a violation of any of the 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 Association insurance.

Applicant agrees to indemnify, hold harmless, and defend the Association against any and all acts or Claims, (whenever made) arising in connection with this modification, 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 modification including attorney fees and costs of litigation in connection therewith.

Applicant agrees that in the event the application is approved, all maintenance, repair or replacement of the approved modification will be the sole responsibility of the Applicant and further that any expense incurred by the Association that is the direct or indirect result of the approved change shall be charged to the Applicant. All work shall be initiated with consideration of the grounds, esthetics, time and noise factors.

Applicant understands that all necessary permits and approvals from municipalities or other agencies and jurisdictions are the sole responsibility of the Applicant. **Preliminary Board approval of this application is subject to the Applicant applying for and receiving all such necessary permits and approvals as required by law. The final executed Association Permit will not be issued until the Hansen Management & Maintenance Co receives contractor insurance certificates with "additional insuree" endorsement and the required agency permits.**

The Obligations set forth in this Application and the Project Agreement shall run with the land and shall be binding on the Applicant's successors and assigns. Applicant shall disclose this Agreement to the future owners of the property covered by this Agreement.

AGREED AND ACCEPTED:

Homeowner

Signature

Date

Print Name

Contractor

Signature

Date

Print Name

Dollar Hill No 2 Homeowners Association

Signature

Date

Print Name