

SHARON GLEN ASSOCIATION

2301-2413 Sharon Road, Menlo Park, CA 94025

ARCHITECTURAL CHANGE REQUEST FORM

Date: _____

To: **Architectural Control Committee**

Subject: **Proposed change**

Owner(s): _____

Sharon Glen Address: _____

Home Phone: _____

Work Phone: _____

Description of change: _____

Owner's Signature(s): _____

Please submit five (5) copies of this completed form (plus any additional descriptive plans and/or photos) to: Sharon Glen Association, c/o Ferrari Management Company, 444 First Street #A, Los Altos, CA 94022, 650-917-9911

Notes:

- 1) It is the responsibility of the unit owner to obtain all permits required by the City of Menlo Park.
- 2) If the project is not completed within two (2) years of HOA approval, the owner must resubmit the Architectural Request to the HOA for approval.

(For Architectural Control Committee Use Only)

[☐] Approved

[☐] Denied

Comments: _____

Committee Representative(s): _____

Signature(s): _____

Date: _____

Architectural Request Form Assistance

This information is provided to assist you with completing the Architectural Change Request form.

Examples of projects which do NOT require written approval:

- Interior painting and floor coverings, light fixtures, etc.
- Repair of existing electrical, plumbing, phone, etc.
- Window coverings (as long as they appear white to the outside)
- Touch-up exterior painting (using existing Sharon Glen paint and color)
- Deck, patio and front door plants (which follow Sharon Glen guidelines)
- Garage door replacement. Note: The door must meet the approved design and paint color as specified on the Sharon Glen website: www.SharonGlen.org

Examples of projects which DO require written approval:

- Window and exterior door replacements
- Kitchen and bathroom remodel
- Removing an interior wall
- Adding new or additional laundry services
- Replacing a deck surface
- Anything which would attach (screw into or penetrate) an exterior surface
- Placement of anything on a building roof
- Any change to the Common Area

Additional guidelines and suggestions:

- Plans, drawing, sketches, photos and reference materials are often helpful in describing a new project to the Board.
- Please submit five (5) copies of this completed form (plus any additional descriptive plans and/or photos) to the Property Manager.
- It is the unit owner's responsibility to obtain all permits required by the City of Menlo Park.
- The City of Menlo Park will cancel a building permit if there has been no on-site inspection for a period of six months.
- Requests for changes to a unit's visible exterior require plans or drawings to be submitted for Board approval.
- For exterior projects requiring approval, please refer to the Sharon Glen HOA Guide (pg 5 - Architectural Control) and CC&Rs (Sect 7.9) for procedural details.
- New window and door installation must integrate properly with the exterior wall's weather barrier (under the existing siding) consistent with standard water proofing practices.
- New windows should conform to the Sharon Glen preferred 'Dark Bronze' or 'White' exterior finish color.
- Deck under-structures are the responsibility of the HOA but the deck surface is the owner's responsibility. However, approval is required to change the deck surface.
- Use only water-based, low VOC paints to avoid causing health risks to your neighbors. If you plan otherwise, please inform the Board of the details prior to use.
- Disposal of demolition waste via the Sharon Glen trash and recycling collection system is prohibited. It is the resident's responsibility to inform their contractor.
- Because of building age, some Sharon Glen building materials were found to contain 2% encapsulated asbestos. You may wish to inform your contractor.
- Only due to building age, it is assumed that lead-based paint has been used in the interior of Sharon Glen units. You may wish to inform your contractor.

ARCHITECTURAL CONTROL

All changes that would affect the exterior of your unit or the load bearing walls and beams or utilities, or other systems servicing the Common area or other units, require the prior approval of the Board of Directors as advised by the Architectural Control Committee. (Section 7.9 CC&R's)

Owners shall not make any alterations, repairs of or additions to his/her exterior/interior of the residence without the prior written approval of the plans and specifications by the Board. The Board shall grant its approval only in the event that the proposed work will benefit and enhance the entire property in a manner generally consistent with the plan of the complex. (Section 7.9 CC&R's)

Nothing shall be done in or to any unit or in the Common Area which will impair the structural integrity of any residence except in connection with alterations or repairs specifically permitted or required. Any change to the exterior of the building and to the inside structure must be approved by the Board of Directors before work starts. (Section 7.9 CC&R's)

In adherence to the above rules, the Board of Directors has established the following procedures for any architectural changes to the *exterior* of a home as may be desired by a homeowner:

1. Develop a set of drawings or plans of the desired changes.
2. Present your plans to the Board for approval through the Association's Property Manager. They will be reviewed at the following Board meeting and submitted to your two adjacent neighbors for their comments. Any comments from the adjacent neighbors shall be made within 10 days.
3. Upon approval by the Board, you will receive a confirmation letter. You may then proceed, after first obtaining a building permit from the City of Menlo Park. Submit a copy of the Menlo Park building permit to the Property Manager within 5 days of receipt of the permit.
4. When your project is completed, you will need to advise the Property Manager who will, along with the Board of Directors, give a final review.

Failure to obtain Architectural approval prior to commencing structural changes to a unit will result in a fine of \$500. The Board has the authority to require unapproved structural changes be returned to the original condition at the owner's expense.

All construction or demolition waste from any construction project is the sole responsibility of the homeowner. No demolition waste may be disposed of through the Sharon Glen garbage.

LEAD BASED PAINT DISCLOSURE:

In 1978 the Federal Government banned the use of lead-based paint in residential housing. If your building was built prior to 1978, it is likely that lead based paint was used, and still exists inside and outside your home. Lead-based paint is usually not a hazard if it is in good condition, and is not on an impact or friction surface, like a window. Deteriorating lead-based paint which is peeling, chipping, chalking, cracking or damaged is a hazard and should be removed by a licensed professional. Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Settled lead dust can re-enter the air when people vacuum, sweep or walk through it.

Lead is more dangerous to children under the age of 6 because children's brains and nervous systems are more sensitive to the damaging effects of lead. Lead is also dangerous to women of childbearing age because of possible exposure to a fetus through the placenta during fetal development.

If you suspect lead hazards, home test kits are available to determine the presence of lead. A certified lead abatement contractor should always be used when sanding or disturbing lead based paint.

ASBESTOS DISCLOSURE:

Until the mid 1970's, asbestos was commonly used in some building materials. Asbestos is a term given to a group of fibrous minerals commonly used in buildings because of their strength, durability and resistance to heat. Asbestos was commonly used in sheetrock joint compound, leveling and smoothing mud, acoustical blown on ceiling texture, thin insulation around heating ducts, and thin flooring tiles.

Asbestos is only hazardous if the material is damaged and capable of releasing small asbestos fibers (friable). An example of friable material is that which will crumble to dust when pinched. Very small fibers may cause lung cancer and asbestosis if inhaled in sufficient quantity over an extended period of time. According to the United States Environmental Protection Agency, the presence of asbestos in a building does not mean that the health of the building occupants is endangered. Asbestos presents a potential danger only when it becomes airborne and inhaled.

Asbestos-containing materials should be handled only by trained personnel and not disturbed in any way by the building occupants. Moving, drilling, boring, scraping, cleaning or otherwise disturbing asbestos-containing acoustical ceilings may present a health risk and, consequently, should not be attempted by an unqualified individual.

If you notice the deterioration of asbestos-containing material, please notify the management company. If you live above another unit with acoustical ceilings, please refrain from jumping motions as the vibration created could dislodge material on the acoustic ceilings below.