WELCOME TO SHARON GLEN!

Property Manager Dominic Ferrari

Ferrari Management Company 444 First Street #A Los Altos, CA 94022

650 917-9911
Fax 650 917-9991

dominic@ferrari-management of

dominic@ferrari-management.com **Sharon Glen HOA Board** board@sharonglen.org

Community Room Reservation www.sharonglen.org

Sharon Glen Good Neighbor Policy

The following guidelines are designed to encourage good neighborliness at Sharon Glen.

- 1. Residents and guests should be considerate of the right of others to enjoy the peace and quiet of their home. The hours between 10pm and 8am are a designated 'quiet time.'
- 2. Smoking is not allowed on the property. Smoking is not allowed within units, unless you have been specifically grandfathered as of 2017.
- 3. The Common Area is to be kept free of litter. Toys are not to be left unattended and must be removed before dusk.
- 4. For safety reasons play is not permitted in the elevated walkways, stairways, driveways or parking areas.
- 5. Skateboarding is not allowed and bike riding should be done with caution.
- 6. Items on balconies and patios are not to be visible from the Common Area except for patio furniture and plants. Flower pots require saucers. Nothing may rest on top of patio fences and balcony railings.
- 7. Charcoal barbecues are not allowed. Residents should avoid letting smoke fumes from cooking related odors annoy their neighbors.
- 8. A laundry room (code 1900) is available to all residents. Please keep it clean and promptly remove laundry, detergent and drier lint.
- 9. The Clubhouse is available to all residents. Advance reservation is required at www.sharonglen.org

Neighborhood watch:

We live in a community of 57 households that share the use and responsibility of the common area. The driveway and courtyard are open to the public. If you see any suspect criminal activity you should call the police immediately at 650-330-6300 and ask for dispatch. Better to err on the safe side than be sorry for not calling.

Sharon Glen Unit Leasing / Rental Rules

Owners wishing to rent out their unit must comply with Sharon Glen rules as laid out in Sections 7.1 and 7.8 of the CC&R's.

- 1. No unit can be occupied except for residential purposes.
- 2. The number of residents per unit is limited to no more than two (2) persons per bedroom.
- 3. An entire unit must be covered under a single lease and no lease, rent or license agreement for any room or rooms within a unit are allowed.
- 4. Unit lease agreements must not be for less than ninety (90) consecutive days.
- 5. All unit lease agreements shall be written contracts.
- 6. All leasing owners shall provide their own current address and phone number to the Property Manager.
- 7. All leasing owners shall promptly notify the Property Manager, in writing, with the names and phone numbers of all tenants.
- 8. All leasing owners shall promptly notify the Property Manager, in writing, of any change in tenancy.
- 9. All unit leasing is subject to all provisions of 1) the CC&Rs, 2) Bylaws, 3) House Rules and Regulations and 4) any Rules and Guidelines adopted by the Board.
- 10. Any failure of the tenant to comply with all rules is a default of the lease; even if the specific violation is not explicitly contained within the lease agreement.
- 11. The leased unit's owner shall immediately take all necessary action to cure any defaults; including, if necessary, the eviction of the tenant.

Sharon Glen Motor Vehicles and Parking

Please be considerate and drive slowly and carefully around the complex. The two back corners are blind corners and families are often crossing the driveway and walking to the recycling bins. During the day there is often a delivery, or service, truck loading/unloading in the driveway so it is important to drive carefully and slowly even in the middle of the day. Please also inform your visitors to drive slowly and carefully when they come to visit you.

Parking:

- 1. There are 30 numbered parking spaces in the back of the property and you should only park in your assigned space.
- 2. There are three visitor's parking spaces in the back of the complex. Inform your visitors to park only in a visitor's space. If all Guest Parking Spaces are full, then they should park off the property. Do not park in the driveway as it is the fire/emergency access to the complex (painted red to indicate no parking).
- 3. Guest Parking Spaces are for short term visits by nonresidents and parking is limited to 24 hours with no re-parking in that space within 72 hours.
- 4. The City of Menlo Park requires a permit for overnight street parking and will give a warning the first night and a ticket in subsequent nights. You can buy overnight parking passes at the Menlo Park Police Station 701 Laurel Street, City Hall at Burgess Park.
- 5. Townhouse residents can parallel park one vehicle in front of their own townhouse garage door, provided it does not interfere with the passage of other vehicles along the driveway, nor block their neighbor's parked vehicle.
- 6. All vehicles, including commercial service vehicles, must park in designated parking spaces except for short periods of loading and unloading.

Garages:

- 1. No garage space shall be converted into any use that would prevent its future use as a parking space for the number of vehicles the space was designed for.
- 2. An open garage door is an invitation to thieves, so please keep your unattended garage door closed.
- 3. It is recommended that condo residents install a deadbolt lock on the door to their garage as a theft prevention measure.

Sharon Glen Pool Policy

The pool area is provided for the enjoyment of all residents. Residents are expected to respect the comfort of other swimmers and adjacent residents when using the facilities.

- 1. The pool and its facilities (dressing rooms, saunas, showers, and bathrooms) are open to residents and their guests from 9 AM to 9 PM.
- 2. There is no life guard on duty at the pool and use of the pool and its facilities is at the sole risk of the residents. All users are expected to obey all posted rules.
- 3. Safety equipment is to be used only for emergencies and not as toys.
- 4. There is a limit of six guests per household and residents must accompany their guests.
- 5. Pool parties are not allowed.
- 6. Children under 14 years of age are not allowed within the pool area without the direct and constant supervision of a responsible adult.
- 7. Suitable attire must be worn at all times.
- 8. The following conduct is not permitted in the pool area: loud radios, yelling, running, pushing, rough housing or climbing fences or trees.
- 9. No glass or ceramic containers are allowed.
- 10.No food, alcohol, drugs or cigarettes are allowed.
- 11. Persons under the influence of drugs or alcohol are not permitted in the pool area.
- 12. No animals are allowed in the pool area.
- 13. No head first diving is allowed.
- 14. The gate to the pool area is to be kept closed and latched at all times.
- 15. No person under 18 years of age is allowed in the sauna without adult supervision.
- 16.Limit sauna use to no more than 10 minutes.
- 17. When leaving the pool area, please take all of your personal property, pick up trash and leave furniture arranged for others' convenience.

Sharon Glen Pet Policy

- 1. Dogs, cats, and other common household pets may be kept within closed areas of their owner's units, subject to rules and regulations adopted by the Association.
- 2. Pet owners are fully responsible for controlling the behavior of their pets. This includes controlling noise, odor and maintaining sanitary living conditions. Unit owners are ultimately responsible for the actions of their tenant's pets.
- 3. Pets are allowed on decks or patios only when the owner is home.
- 4. Pets cannot be tied and left alone in the Common Area.
- 5. Pets are not allowed inside the pool area.
- 6. Dogs may be walked in the common area and must be on a leash and under control at all times. A reasonable distance must be kept as necessary for the comfort of others. If a pet is causing a disturbance or threatening others, it must immediately be removed from the Common Area.
- 7. Pets are not allowed to eliminate anywhere in the common area or on decks and patios. In the event of an accident, droppings must be picked up by the owner and disposed of in a sealed plastic bag.
- 8. Puppies still building their immunity can be allowed to eliminate on the premises subject to board approval of a specific location and period of time.
- 9. Residents must keep the common area and entrance to their unit free of pet hair and any other detritus caused by their animal.
- 10.Owners will be charged for the repair of any damage caused by their pets to the external structures, common area grounds or landscaping.
- 11. No animals of any kind are allowed to be raised, bred or kept on the premises for commercial purposes.

Sharon Glen Garbage and Recycling Policy

Following the rules below will encourage the proper disposal of our garbage and recycling.

Garbage Bins - The garbage bins are located in the trash rooms at the bottom of the stairs (near units 2311 and 2405) located at the front of the property and at the bottom of each breezeway at the back of the property.

Recycling Bins – Small recycling bins are in the two front trash rooms, and there are two large recycling dumpsters in the back corners of the driveway.

- 1. Garbage must be enclosed in sealed bags.
- 2. Recycling must be placed loosely (not bagged or boxed) in the recycling bin.
- 3. All garbage and recycling must be placed in the appropriate bin. The lid of the bin must be completely closed. **Do not leave garbage / recycling outside of the bins.** If the garbage bin(s) closest to your unit is full, take your garbage to one of the other garbage bins on the property.
- 4. Styrofoam is not recyclable. Please dispose of Styrofoam peanuts in a sealed bag and deposit in the garbage bin.
- 5. Cardboard boxes must be flattened before they are placed in the recycling bin.
- 6. Batteries may be recycled by placing them in the recycling bucket in the laundry room (door code 1900).
- 7. Residents are responsible for disposing over-size items such as vacuum cleaners, furniture, light fixtures, mattresses and construction debris. Residents can either take these items to the dump or dispose them in the annual May Sharon Glen dumpster.
- 8. Hazardous waste Paint, batteries, and fluorescent bulbs are hazardous waste and are not to be placed in the garbage or recycling bins. Residents are responsible for disposing their own hazardous waste.

Call San Mateo County Household Hazardous Waste Program (650-363-4718) or visit the following websites for information about how to dispose hazardous waste: http://www.rethinkwaste.org/residents/beyond-the-cart/household-hazardous-waste http://www.smchealth.org/hhw

SHARON GLEN HOMEOWNERS ASSOCIATION Clubhouse Use Agreement

(This form shall be completed in duplicate with original to room custodian and copy to "User".)

- 1. **AGREEMENT TO COMPLY** The Sharon Glen homeowner or tenant whose name appears as signer of this agreement agrees to abide by the following rules in the use of the Sharon Glen Association Clubhouse This agreement is not to be executed by a proxy or any person other than the responsible User.
- 2. "USER" DEFINED The undersigned responsible party (hereinafter referred to as "User") must be a resident of Sharon Glen at the time of the use of the room, must be at least 21 years of age, and must be present in person for the entire event scheduled.
- 3. SECURITY DEPOSIT/ROOM KEY, AND REFUND A security deposit of Fifty dollars (\$50.00) made by personal check payable to "Sharon Glen HOA" is required upon execution of this agreement, all of which is refundable; this arrangement to apply in all instances in which the room is left clean for the next User, in undamaged condition, and the keys returned. A walk-through by User and determined custodian will be required before and after each use. The custodian's judgment as to acceptability of condition will govern in all cases.

The cost of any needed cleaning or the repair of any damage will be deducted from the User's deposit as necessary; however, User agrees to pay any and all amounts over that of the deposit for loss of or damage to Association property in and around the room whether caused by User or others during the event scheduled, if such loss or damage exceeds the amount of the deposit. Room must be restored by User to the condition in which it was received. This includes floors, walls, windows, doors, interior furnishings, and the exterior approaches Any repairs so required will be performed by the Association and billed to the User.

- 4. OCCUPANCY LIMIT- Occupancy of the room for any event is not to exceed 45 persons for privately scheduled parties and events. Occupancy limit is set by Menlo Park city authority and enforced by the Department of Public Safety.
- 5. **FURNITURE** There are 14 plastic white chairs and one 8 foot metal table included in the room, and are the responsibility of User to keep in the same condition as received. If any damages are done to the furniture the cost to repair and/or replace this furniture will be borne by the User.
- 6. **USE OF ALCOHOL** User assumes sole and complete responsibility to assort that no alcohol beverages will be served to persons under 21, or permitted to be brought into room by persons under 21, If this condition is violated, the event scheduled will be terminated forthwith the future use of the room by the User may thereafter be denied by the Board of Directors.
- 7. **HOURS** Functions cannot begin earlier than 8:00 a.m, and must be terminated, with the room completely vacated and locked, no later than 10:00 p.m. Sunday through Thursday nights and no later than 12:00 a.m. for events scheduled for Friday and Saturday nights.
- 8. **LOUD MUSIC** N0 loud music will be permitted. Reproduction by radio or other sound equipment must be kept within the confines of the room at all limes. If the event is held at night and music is planned, volume shall be kept low enough to avoid disturbing nearby residents.

Clubhouse Use Agreement - 1

- 9. **PETS** No pets shall be permitted in the room.
- 10. **PARKING** Invitees should be instructed by User to park vehicles in front of the complex on Sharon Road or surrounding streets. No overnight parking is permitted by the city on Sharon Road. Parking in exterior resident's spaces other than that of User, fire lane, or in driveways is strictly prohibited. Vehicles parked illegally are subject to be towed at owners expense.
- 11. **PROHIBITED USERS**. The room may not be rented to:
 - 1. Owners whose unit is currently occupied by tenants.
 - 2. Former owners of Sharon Glen.
 - 3. Friends or acquaintances of homeowners or tenants.
 - 4. Outside organizations not sponsored by a qualified member.
 - 5. Any User who requests the room for a function deemed unacceptable by the Sharon Glen Board of Directors.
 - 6. Former Users who have forfeited the right to use through previous violation of this agreement.
 - 7. Anyone planning to use the room for a commercial venture and charge a fee.
 - 8. Any member who is delinquent sixty days or more in the payment of Homeowner Association dues.

Also, no items may be placed in the common area using duct tape, masking tape, and/or any screws or pins.

- 12. TRASH AND GARBAGE User must remove trash/garbage and dispose of properly in the facilities provided in the garbage rooms.
- 13. SURRENDER OF KEYS An additional twenty-five dollar charge (\$25.00) will be made for any room key or pool key which is lost, or for failure to return the keys to the room custodian by 12:00 noon on the day following the event scheduled. (It is not the custodian's responsibility to call and remind User of this).
- 14. **SECURITY** User has sole responsibility for the Clubhouse as long as the key thereto is in User's possession. User must make certain that all doors and windows are locked and lights and heat are turned off before leaving.
- 13. AGREEMENT TO COMPLY AND ACCESS The undersigned prospective User has read and understood the foregoing conditions and agrees to abide by them as they relate to use of the Sharon Glen Clubhouse. User further acknowledges receipt of a copy of this agreement and is aware that failure to comply as herein agreed may cause loss of User's deposit as well as withdrawal by the Board of User's future right to use the room.

User's Signature	Custodian Signature	Date Signed
User's Name (Print)	Sharon Glen Address	Date of Function

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Sharon Glen Maintenance, Repair and Replacement Responsibilities

The symbol "O" designates the component as the Owner's responsibility.

The Symbol "A" designates the component as the Association's responsibility.

Note: Owner maintenance, repairs and replacement are subject to architectural control.

Component	Maintenance	Repair	Replacement
Appliances			
Water heater	A	Λ	
Heating equipment, filters and controls	0	A 0	A O
Air conditioner, controls and piping	0	0	
Disposal	0	0	0
Stove and oven	0	0	0
Microwave oven	0	0	
Refrigerator	0	0	0
Dishwasher	0	0	0
Stove hood, fan and filter	0		
Washer and dryer	0	0	0
Smoke alarm and carbon monoxide detector			0
Official and Carbon monoxide detector	0	0	0
Plumbing	Maintenance	Repair	Replacement
Kitchen sinks	0	0	0
Bathroom sinks	0	0	0
Overflow valve in tub	0	0	0
Airgap for dishwasher	0	0	0
Bathroom tub	0	0	0
Bathroom shower stall	0	0	0
Shower valve	0	0	0
Bathroom toilets	0	0	0
Faucets in kitchen and bathrooms	0	0	0
Faucets in garage, on patio or deck	0	0	0
External lines to faucets on patio or deck	Α	Α	Α
Plumbing in walls, ceilings and floors,	Α	Α	Α
except as otherwise provided for herein			
Main water shutoff valve	Α	Α	Α
Shutoffs for toilets and sinks	0	0	0
Bathtub and shower drains at tub surface	0	0	0
Shower shutoff valve	0	0	0
Interior plumbing lines and hoses including	0	0	0
those for washing machines and ice makers			
Mechanical	55-1-4	D	
	Maintenance	Repair	Replacement
Heating and air conditioning ducts and return air duct cleaning	0	0	0
Repair of ducts inside walls	Α	Α	Α
Furnace and air conditioning unit	0	0	0

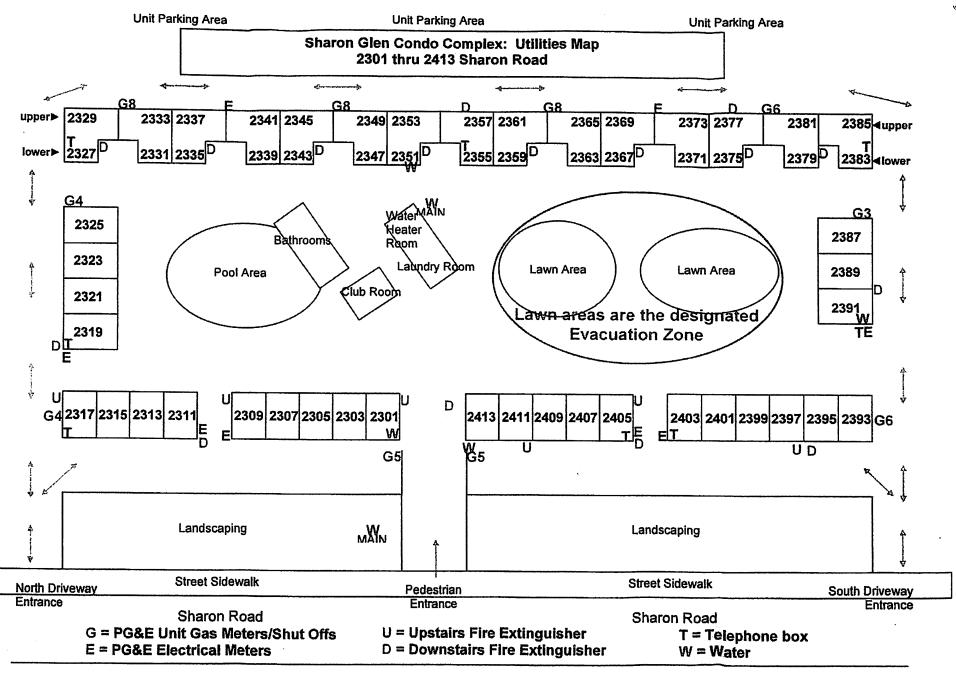
Dryer ducts	0	0	0
Kitchen range exhaust flue	0	0	0
Exhaust flue from water heater	Α	Α.	Α
Exhaust flue from heating equipment	0	0	0
Exhaust duct from bathroom fan	0	0	0
Bathroom exhaust fan	0	0	0
Gas shut off valve, interior	0	0	0
Gas shut off valve, exterior at meter	Α	Α	Α
Electrical	Maintenance	Repair	Replacement
Electric fixtures - inside Unit	0	0	0
Electric fixtures - outside Unit (including	0	0	0
bulbs) but attached to a Unit switch i.e.			
patios, decks and balconies			
Electric fixtures outside Unit not attached to	Α	Α	Α
a Unit switch			
Electric switches in Unit	0	0	0
Electric outlets in Unit	0	0	0
Telephone outlets	0	0	0
Cable TV outlets	0	0	0
Cable TV wiring in walls	0	0	0
Door chime	0	0	0
Push button door for chime	0	0	0
Electric wiring in walls	Α	Α	Α
Common Area circuit breaker panel	Α	Α	Α
Unit circuit breaker panel and breakers	0	0	0
	0	0	0
Electrical and telephone wiring added after	0	•	1
Electrical and telephone wiring added after original construction			
original construction			
original construction Structural	Maintenance	Repair	Replacement
original construction Structural Garage structure.	Maintenance A	Repair A	Replacement A
original construction Structural Garage structure. Garage interior, including slab	Maintenance A	Repair A	Replacement A
Structural Garage structure. Garage interior, including slab Front door steps and landing	Maintenance A O	Repair A A	Replacement A A A
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors	Maintenance A O O	Repair A A A	Replacement A A A A
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings	Maintenance A O O A	Repair A A A O	Replacement A A A A O
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and	Maintenance A O O	Repair A A A	Replacement A A A A
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area	Maintenance A O O A O	Repair A A A O O	Replacement A A A O O
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface	Maintenance A O O A O O	Repair A A A O O	Replacement A A A O O O
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface Suport structure under patio	Maintenance A O O A O O A O A	Repair A A A O O O A	Replacement A A A O O O A
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface Suport structure under patio Fences and gates	Maintenance A O O O A O O A O A A O A A A A	Repair A A A O O O A A	Replacement A A A A O O O A A
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface Suport structure under patio Fences and gates Walls - load bearing	Maintenance A O O O A O O A A A A A	Repair A A A O O O A A A	Replacement A A A A O O O A A A
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface Suport structure under patio Fences and gates Walls - load bearing Walls - if changed by owner or damaged	Maintenance A O O A O O A O A A O O O A A O O O O	Repair A A A O O O A A A O O	Replacement A A A A O O O A A A A O O
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface Suport structure under patio Fences and gates Walls - load bearing Walls - if changed by owner or damaged Walls - non-load bearing (changes allowed	Maintenance A O O O A O O A A A A A	Repair A A A O O O A A A	Replacement A A A A O O O A A A
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface Suport structure under patio Fences and gates Walls - load bearing Walls - if changed by owner or damaged Walls - non-load bearing (changes allowed only after written approval of Board)	Maintenance A O O A O O A A O O O O A A A A O O O	Repair A A A O O O A A A O O O O O O O O O O	Replacement A A A A O O O A A A O O O O O O O O O
Structural Garage structure. Garage interior, including slab Front door steps and landing Subfloors Floor coverings Storage area improvements and Waterproofing of storage area Patio Walking surface Suport structure under patio Fences and gates Walls - load bearing Walls - if changed by owner or damaged Walls - non-load bearing (changes allowed	Maintenance A O O A O O A O A A O O O A A O O O O	Repair A A A O O O A A A O O	Replacement A A A A O O O A A A A O O

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Roof structure	Α	Α	Α
Skylights and flashings (original)	A	A	A
Skylights and flashings (owner installed)	0	O.	0
Gutters and downspouts	A	A	A
Sewer and water lines	0	A	A
Owner modifications of any nature (present	0	0	0
or former owner) and any damages resulting			
from such modifications			
TOTT CUCHT THOUSAGED TO			
Doors and Windows	Maintenance	Repair	Replacement
Exterior residence door	0	0	0
(a) exterior door frames	0	0	0
(b) door (except exterior paint)	0	0	0
(c) door screens	0	0	0
(d) hardware and lockset	0	0	0
(e) paint exterior side of door (must	0	A	A
comply with HOA selected color)			
Garage door and hardware	0	0	0
(a) door and door frame	0	0	0
(b) door hardware and springs	0	0	0
(c) automatic garage door opener	0	0	0
Interior doors, flames and hardware	0	0	0
Sliding glass exterior doors	0	0	0
Windows: glass, tracks and weep holes	0	0	0
Window framing	0	0	0
Window screens	0	0	0
Window molding	0	0	0
Finishes	Maintenance	Repair	Replacement
Kitchen cabinets	0	0	0
Interior stair banisters	0	0	0
Interior stair guardrails	0	0	0
Interior stairs	0	0	0
Interior paint on patio/deck wall (must	0	Α	Α
comply with HOA selected colors)		· · · · · · · · · · · · · · · · · · ·	
Closet shelves and hardware	0	0	0
Bookshelves	0	0	0
Countertops	0	0	0
Interior wood trim	0	0	0
Sheetrock on all walls and ceilings	0	0	0
Blinds, drapes and curtains (as per HOA	0	0	0
guidelines)			
Shower curtains and doors	0	0	0
Flaan aassammaa	0	0	0
Wall and ceiling coverings	0	0	0

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Exterior painting (Association may change exterior paint color)	А	А	Α
Landscaping	Maintenance	Repair	Replacement
Trees and shrubs in Common Area	А	Α	Α
Other	Maintenance	Repair	Replacement
Except as otherwise provided above, Common Area and Common Facilities	А	Α	А
(painting, maintaining, cleaning, repairing			
and replacing of the Common Area,			
including landscaping, parking area and recreational facilities)			
The Unit, except as otherwise provided for	0	0	0
above			
Maintenance and repair of Unit occasioned	0	0	0
by the presence of mold, mildew or fungi,			200
regardless of cause			
Common Area termites (periodic repair and	Α	А	Α
maintenance occasioned by the presence of			
wood-destroying pests or organisms).			
However, termite and dryrot inspections,			
repairs and clearances incident to sales and			
refinance transactions are the sole			
responsibility of the Owner. Relocation			
expenses are the Owner's obligation. Pipes and conduits within the Common	A	A	A
Area, except as otherwise provided			A
Insulation	A	Α	Α
Pest control in Unit including, but not limited	0	0	0
to, insects, rodents, birds and bats and any			
damage resulting from such pests.			
Pest control in Common Area including, but	Α	Α	Α
not limited to, insects, rodents, birds and			
bats and any damage resulting from such			
pests.			
Insect and rodent control in attic, crawlspace	A	А	А
and exclusive use common area			
All Owner modifications to Unit	0	0	0



Site Map Location of Utilities

NOTIFICATION OF CHANGE OF OCCUPANCY SHARON GLEN HOMEOWNER'S ASSOCIATION

This form has been established to ensure that all new occupants are aware of the rules and regulations contained in the CC&Rs and promulgated by the Board of Directors.

Name of New Occup	ant #1 First:	Last	<u> </u>
			_
			(
Name of New Occup	ant #2 First:	Last:	<u> </u>
Daytime phone num	ber (if different than	Home number) (
E-mail Address:		_Cell phone # (
Emergency Contact:		_Relationship(
Other proposed occ	upants:		
Please list all pets:			
Name:	_ Dog / Cat / Other:_	Descript	tion:
Name:	_ Dog / Cat / Other:_	Descript	tion:
Vehicle #1 Make:	Model:	Color:	License #
			License #
Use Restriction Architectural Good Neighb Unit Leasing/ Motor Vehicl Pool Policy Pet Policy Garbage and Clubhouse Use	Request Form	Covenants, Condit	ions and Restrictions
I acknowledge that t			et, that I have received and and and and and received and restrictions

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	e: Work Phone:
Description of	of change:
_	
Owner's Sign	nature(s):
Please submi	t five (5) copies of this completed form (plus any additional descriptive plans) to: Sharon Glen Association, c/o Ferrari Management Company, 444 First Street , CA 94022, 650-917-9911
	ling permit is required for all HOA approved exterior changes. Permits for leling are the responsibility of the owner.
(For Architect	ural Control Committee Use Only)
[] Approve	ed [] Denied
Comments: _	
12-	
Committee Re	epresentative(s):

Rev: 20140220

The following 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)

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

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.
- Requests for changes to a unit's visible exterior require plans or drawings to be submitted for Board approval.
- Any needed permits for inside remodeling are the responsibility of the owner.
- A building permit is required for all approved exterior changes. Please send a copy of the permit to the Property Manager within 5 days of issuance. Sharon Glen Association is not responsible for obtaining building permits. When city inspections are required, please provide a copy of the final, signed inspection report to the Property Manager.
- 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 those living next door. If you plan otherwise, please inform the Board of the details.
- 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.