



Fairwood Park II Homeowners Association

Home Renovation/Improvement Construction Policy & Procedure

NOTICE

As part of the Association's Architectural Standards pursuant to Association's CC&Rs, the Association has adopted architectural rules, regulations and guidelines ("Architectural Standards"), as set forth in this document. The Standards* interpret and implement, but do not replace, the provisions of the CC&Rs, and set forth procedures for architectural review, and guidelines for architectural design, placement of buildings, color schemes, exterior finishes and materials, landscaping, fences, and similar features which may be used in the Project. These Standards are intended, in part, to address and prevent issues that have arisen in the past such as site/common area damage and uncontrolled contractor activity during home renovation improvement work.

1. Any Owner, who wants to perform any Alteration for which approval is required must notify the Association in writing of the nature of the proposed work and must furnish such information as may be required by the Association before any home renovation/improvement work is commenced.
 - a. Applications must be in writing and submitted to the Association's management company for transmittal to the Association
 - b. The Association has 30 days from the date all required documentation is submitted within which to approve or reject the proposed alterations. Approval is required from the Association before any work can proceed.
 - c. Applications can be sent by fax (408) 266 6748 or scanned/mailed (tmgservice@emastersgroup.com).
2. A monetary deposit will be required prior to the home improvement work commencement. The deposit amount is dependent on the scope-of-work that the improvement entails. Smaller (single event) improvements will cost less than activities around plumbing, electrical, wall modification, flooring changes, etc. Once the scope-of-work is confirmed the amount of deposit and monitoring fee will be determined and checks are to be executed and received prior to any work commencing.
 - a. Up to \$2,000.00 **Refundable Deposit** (in increments of \$500.00). The full amount is refundable provided no damage has occurred to the exterior of the building and common area caused by the general contractor and/or member/resident activity. A preview and post review are required for refund.
 - b. Up to \$500.00 **Monitoring Fee** (in increments of \$100 - this is non- refundable). Monitoring services will include collection of insurance information, licenses, certifications (additionally insured), construction scheduling and remote monitoring. Management involvement in member/contractor violation of procedure or damage to Association's property is charged separately by incident. The Association is being charged by the management company to provide this 'member requested' service to better protect the community and its resources.
 - c. The Association will inform you of the deposit and monitoring fee amount required for your specific project after reviewing the project and proposed scope of work are submitted. Amounts are based on the level of work being performed and anticipated monitoring time required per the specification submitted. Please issue two checks the deposit payable to: Fairwood Park HOA and the monitoring fee payable to: The Masters Group. Mail both checks to: Fairwood Park HOA – TI, c/o The Masters Group, P O Box 20094, San Jose, CA 95160 (separate checks are required).
3. All Members are to submit the following required information.
 - a. General Contractor information including:
 - i) Proof of contractor's license, Contractor's general liability insurance (min \$2M/\$4M agg)
 - ii) Proof of contractor's workers comp insurance certificate
 - b. Issue Insurance Endorsement listing: Fairwood Park II HOA and The Masters Group to be named as the 'Additionally Insured'.
 - c. A notice authorizing work commencement will be issued the Association and is required to be posted on the front door of the member's home during renovation. No work can commence until all deposit, fees, required information (in the format required by the Association) is received, processed and approved. There are no exceptions.
4. All applications for Alterations must include :
 - a. Renovation Improvement drawings (minimum hand sketched and list of improvements).
 - b. Confirmation of Insurances (Certs Endorsement listing Additionally Insured entities)
 - c. Construction schedule. - Construction schedules must be re-submitted every other week throughout the course of construction. The schedule is to identify which contractors are on site and when (by sub and general contractor). All Contractors (sub and other) are required to wear an HOA badge while on site (issued by HOA and part of above process) confirming they are authorized to perform work at the Association and for a specific member.
5. All Members (contractors) are to submit in writing and in advance where any proposed staging of materials will occur, where any sub-assembly or process is to be performed, and anticipated impact to common area (paint, grout, acids, paints, etc.). In addition, the number of vehicles to be on property (in guest parking or the member's assigned parking space). All information above is part of the schedule information document. The Association has pre-approved vendors who have already met this requirement – please contact the office for details and references.
6. Violations and Fines – To avoid fines ... Advanced and Regular Communication is Key

- a. Members and Contractors are notified of a violation by email and are subject to the Association's fine schedule. All potential fines are subject to a hearing with the board to determine appropriate action.
- b. Monies to pay for fines, hearing/admin. fees and repairs are subtracted from the deposit (subject to a hearing and decree). Should the deposit deductions equal \$400.00 + the deposit fund needs to be refreshed to the original deposit amount for work to recommence.

General policies and procedures will be forwarded to the member and primary contractor upon request.

Best Regards and thank you for Keeping Fairwood Park II a special place to live,

Rob March (408) 221 6631 tmgservices@emastersgroup.com Association Manager, Fairwood Park Homeowners Association

* Pursuant to governing documents and Association Policy - Owners must obtain prior approval for Alterations within the Units. Alterations are defined as "constructing, performing, installing, remodeling, repairing, replacing, demolishing, and/or changing the color or shade of any Improvement." Improvements are defined as "everything constructed, installed or planted on real property..." The definition of Improvement would include flooring materials.

The Association or Management Company do not provide for any warranties, guarantees, or product/quality assurances regarding the end-installations or conditions of the improvement. The unit owner and contractor are independent entities and therefore neither the Association nor the management companies are liable for any interior improvements or contracts thereto.