

## **PALM DESERT TENNIS CLUB HOMEOWNER'S ASSOCIATION**

### **Policies and Procedures for Renovating Units**

The Architectural Committee has developed policies and guidelines for renovating Units at PDTC. This is in accordance with Article XI, Section 11.1 of the CC & R's which states that no Owner shall make or cause to be made structural alterations or modifications to their Unit or installations located therein without the prior written consent of the Architectural Committee. They are as follows:

#### **A. Request for Modification of Condominium Unit**

- 1) Form Completion** The Owner or agent must apply to the Architectural Committee before using the attached "Request for Modification of Condominium Unit" form.
- 2) Plans and Specifications** The Owner or agent must submit plans, drawings and/or sketches showing the nature, shape dimensions materials and location of the same so as to allow the Architectural Committee to determine the harmony of design and location in relation to surrounding improvements. The Committee will be guided by the approvals given in the past.
- 3) Architectural Committee Review** Where possible, each completed form must be submitted to the Architectural Committee at least 30 days prior to the expected modification start time to allow the Committee sufficient time to evaluate the request.
- 4) Permits Required** All renovations must have a building permit, if required, by the City of Palm Desert. The City requires a building permit if you increase any living area, i.e. enclosing the patio, taking out a wall, etc. If you change anything structural, electrical, or plumbing it requires a permit. However, if you add tile for example, which is classified as cosmetic, it does not require a permit. To obtain a permit from the City you must submit your plans, drawings and/or sketches of the modification to the Building Department. A copy of the approved plans and the building permit must be provided and will be kept on file in the office.
- 5) Modifications During Work** Once work has begun, and during the course of the modification, any change to materials or design that differ from the original approved plan requires that a revised "Request for Modification of Condominium Unit" form be submitted to the Architectural Committee for approval before any change is implemented.

#### **B. Contractors**

- 1) Registration of Contractors** Contractors must register with the Club Manager prior to commencing any work. The Club Manager must be furnished evidence that such contractor is duly licensed in the State of California for the type of work to be accomplished and an estimate of time to complete the work. An entry code for the gate will then be issued to the contractor.

**2) Administrative Deposit** Where proposed work is extensive or over a long period of time, a refundable "Security Deposit" in an amount determined by the Board may be required. Fines for non-compliance to these "Architectural Rules", damage to Association property, or clean up costs incurred by the Association will be deducted from such deposits.

**3) Conformance Inspection** When the proposed work is extensive, or over a long period of time, the work site will be inspected by the Club Manager for conformance to the submitted and approved plan.

**4) Storage of Building Materials** Building materials, such as drywall or lumber may be temporarily stockpiled in the Unit's front patio area. No materials shall be stored in the common area.

**5) Disposal of Building Materials** The Owner or contractor must dispose of all removed or excess materials or other debris at an off-site location. This includes cardboard from new appliance containers. The Unit's trash containers or recycling bin will not be used for disposal. There is to be no large amount of construction debris stored in the front patio area for more than two days. If a dumpster is to be temporarily used, the Club Manager must approve the location and duration of use.

**6) Hours of Work** Construction work is allowed only between 8:00 AM and 5:00 PM Monday through Saturday. No work on Sunday or National Holidays.

**7) Miscellaneous Prohibitions** The following are not permitted portable toilets, on-site signs, audio equipment which could disturb other Owners, and dogs brought in by the contractors.

**8) Contractor's Insurance Requirements** The Board strongly recommends that you as homeowners insist on certain requirements/conditions prior to allowing contractor to work on your premises. All homeowners need to understand the importance of ensuring that the following suggestions are met. If an accident were to occur and result in a lawsuit, the general contractor is the first insurance source to be sought with the homeowner and the Homeowner's Association next – either of which would result in a loss to the homeowner.

**General Contractor requirements are as follows:**

- Contractor's License
- Business license for the City of Palm Desert
- Certificate of Liability Insurance - \$1,000,000.00 minimum coverage
- Certificate of Workman's Compensation Insurance on all employees and all subcontractor's employees

**C. Modification Guidelines**

**1) Front Entry Doors**

- Existing front entry doors can be replaced with the approval of the Architectural Committee. Because the existing doors are a non-standard size (approx. 41 5/8") the replacement door can be that size or the opening can be furred down to the next standard size (40")
- Doors must be an earth tone color so that the door blends in with the trim color of the Unit. See Club Manager for selection of approved colors.

- Doors can only be painted/stained with a single color
- Only solid wood doors are approved. See Club manager for a selection of approved door styles.
- Doors may have etched or textured glass panels—layout of the glass panels requires approval of the Architectural Committee and must be similar to other approved doors.
- No unusual styles are approved i.e. French or Dutch Styles

## **2) Re-painting Your Front Door**

- The color chosen for the front door can be one of five approved colors/stains—see Club Manager for the allowable colors
- Only one color can be used on a door

## **3) Front Screen Door**

- The general appearance of the screen door should match the other doors currently in use throughout the complex.
- The door must be of bronze aluminum color.

## **4) Replacement Windows and Patio Doors**

- All replacement windows and patio doors must be of bronze colored aluminum construction
- All replacement windows shall be non-divided light glass
- Low E and Argon filled glass is recommended
- Additional tinting may be added to windows and patio doors
- No application of reflective silver colored material or glass is to be used on the interior or exterior of any window or patio door.

## **5) Kitchen Patio Door Replacement with a Window during Kitchen Remodel**

- The size of the replacement window has varied with past remodels. We will review each one on an individual basis with regard to the kitchen design.
- The window must meet current energy code requirements.
- No divided light glass will be approved
- Low E and Argon filled glass is recommended
- Additional tinting may be added to the window
- No application of reflective silver colored material or glass is to be used on the interior or exterior of any window or patio door.

## **6) Replacing Bedroom Sliding Doors with Windows**

- The window must be the same width as the existing sliding door and four foot high in guest bedrooms. The window in the Master bedroom of end units must be the same width as the existing sliding door and four feet high. The height requirement is to allow egress in the case of emergency.
- The existing header locations must be used.
- Only horizontal sliding windows can be used
- The glass installed must meet current energy code requirements

- It is recommended that the window panels have features such as Low E glass and be filled with argon.
- Additional tinting may be added to windows and patio doors.
- No application of reflective silver colored material or glass is to be used on the interior or exterior of any window or patio door.
- A building permit is required for this project.

#### **7) Patio Lighting (Front and Rear)**

- Patio lights are the homeowner's responsibility
- Placed so that they shine into the patio area and not out into the common area
- No unusual light fixtures that don't match the Southwest style of the complex will be allowed.

#### **8) Front Gates**

- Gates must be of wrought iron construction
- Gates were not originally installed on Units at PDTC so they are the owners' responsibility to maintain

#### **9) Skylights and Solar Tubes**

- "Roof Modification Agreement" must be signed.
- PDTC is not responsible for any leaks caused by failure of the skylight or solar tube itself or faulty installation of either.
- If after the PDTC re-coats the roof surface a leak develops where the skylight curb or Solar Tube is joined to the roof, then PDTC will be responsible for any leakage.

#### **10) Clerestory Installation**

- "Roof Modification Agreement" must be signed.
- The orientation of the window in the Clerestory must be considered during design because some units that are already installed may cause the view from the new installation to look directly at another clerestory.