

Palm Desert Tennis Club  
48-240 Racquet Lane,  
Palm Desert, California 92260  
[palmdeserttennisclub@gmail.com](mailto:palmdeserttennisclub@gmail.com)

## REQUEST FOR MODIFICATION OF CONDOMINIUM UNIT

DATE: \_\_\_\_\_

### HOMEOWNER INFORMATION

UNIT #: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

### CONTRACTOR INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

### MODIFICATION REQUEST (ATTACH DRAWINGS IF ANY):

\_\_\_\_\_

### HOMEOWNER CHECKLIST:

RECEIVED RENOVATION POLICIES AND PROCEDURES \_\_\_\_\_ INITIAL/DATE

OBTAIN BUILDING PERMIT \_\_\_\_\_ INITIAL/DATE

OBTAIN COPIES OF CONTRACTORS LICENSE, CERTIFICATES OF LIABILITY  
AND WORKMAN'S COMPENSATION INSURANCE \_\_\_\_\_ INITIAL/DATE

### ASSOCIATION CHECKLIST:

RECEIVED COPY OF PLANS/DRAWINGS/SKETCHES \_\_\_\_\_ INITIAL/DATE

RECOMMENDED BY ARCHITECTURAL COMMITTEE \_\_\_\_\_ INITIAL/DATE

RECEIVED COPY OF BUILDING PERMIT FROM HOMEOWNER \_\_\_\_\_ INITIAL/DATE

RECEIVED COPY OF CONTRACTOR'S LICENSE FROM HOMEOWNER \_\_\_\_\_ INITIAL/DATE

RECEIVED COPY OF CONTRACTOR'S INSURANCE CERTIFICATES FROM HOMEOWNER \_\_\_\_\_ INITIAL/DATE

RECEIVED SIGNED ROOF MODIFICATION AGREEMENT (IF NECESSARY) \_\_\_\_\_ INITIAL/DATE

IF USING AN UNLICENSED AND/OR UNINSURED CONTRACTOR, HOMEOWNER  
AGREES TO ACCEPT FULL RESPONSIBILITY WHILE CONTRACTOR IS ON PDTC PREMISES. \_\_\_\_\_ INITIAL/DATE

HOMEOWNER SIGNATURE \_\_\_\_\_ DATE

APPROVED BY ARCHITECTURAL COMMITTEE \_\_\_\_\_ DATE

GREG DUNKEL OPERATIONS MANAGER \_\_\_\_\_ DATE

## **PALM DESERT TENNIS CLUB**

### **Policies and Procedures for Condominium Modifications**

The Architectural Committee has developed policies & guidelines for renovating units at PDTC. This is in accordance with Article XVII, Section 14.10 of the CC&R's which states that no owner shall make or cause to be made alterations or modifications located therein without the prior written consent of the Architectural Committee. They are as follows:

- 1) The owner or agent must apply to the Architectural Committee before work can begin using the attached form. Any work started without prior approval and proper permits will be stopped and it will be required that everything be restored to original condition.
- 2) The owner or agent must submit plans, drawings and/or sketches for approval. The committee will be guided by the approvals given in the past.
- 3) 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 a 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 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.
- 4) A copy of the approved plans will be kept on file in the office.

The Association's Board of Directors and the Architectural Committee have adopted the following guidelines for working at PDTC:

- A) No work shall be performed on Sundays or Holidays.
- B) No work before 8:00 am or after 5:00 pm.
- C) No construction or debris from site may be put in PDTC trash bins.
- D) No material will be stored in the common area.

The Board strongly recommends that you as homeowners insist on certain requirements/conditions prior to allowing any contractor work on PDTC 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 Contractors requirements are as follows:
- Contractor' License
- Business license for the City of Palm Desert
- Certificate of Liability Insurance - \$500,000 minimum coverage
- Certificate of Workman's Compensation Insurance on all employees and all sub-contractor's employees.

Please see the attached request for modification and checklist that must be submitted to the Landscape Committee. Should you have any questions, please feel free to contact the office.