



# THE REDWOODS

## MOWRY GARDENS HOA

### Architectural Change Request Form (ACR)

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To: Board of Directors

Date:

Name:  
Address:

Member No.  
Home Phone:  
Work/Other Phone:

SATELLITE DISH REQUEST

OTHER TYPE REQUEST

Description of work proposed (attach any drawings, photos, estimates, etc):

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Who will perform the work? Include qualifications and copies of contractor's license, business card, insurance certificate (must be a licensed AND fully insured contractor). **For all window replacements, frame color must be almond or tan only.**

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Drawing of change request (if applicable)

PLEASE READ AND SIGN THE SECOND PAGE TO THIS FORM

NOTES:

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**Applicant Agreement**

1. Homeowner/Resident agrees and understands that submission of this form alone does not fulfill all requirements for approval. Committee and/or Board of Directors may require additional information in order to make a decision. Until all information has been received, the application stands disapproved.
2. Homeowner/Resident understands that if the Committee and/or Board of Directors requires modification to the plans, that special conditions may be placed on the completion of work.
3. Homeowner/Resident understands that failure to receive City approval where necessary, and/or Committee and/or Board of Directors approval, constitutes automatic authorization by the applicant to the Association (Committee and/or Board of Directors) to have the work brought into conformance with the approved plans, specifications and special requirements at the complete expense of the Homeowner/Resident.
4. All window replacements must be per the specifications set forth by the Board of Directors. Specifications are available from the management company.
5. Satellite dish requests **require Board approval PRIOR to dish installation**. If approved, the attached installation guidelines and conditions must be followed.
  - 5.a Management company is to be notified by Homeowner/Resident when installation has been completed so the installation can be inspected for compliance to guidelines and conditions. If improperly installed, the Association shall have the dish correctly installed and the applicant/homeowner's member account will be assessed the amount of the charges incurred to correct the installation.
  - 5.b. All satellite dishes are to be installed by a licensed and fully insured contractor. Satellite dish dimensions may not exceed 18 inches in width and 36 inches in circumference. No more than one (1) dish is allowed per unit. **No wires are to be visible on the exterior of any building and/or unit and wires must be black or brown only, to match exterior**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed by

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Date of Approval/Denial

Reason for Denial or Special Conditions of Approval:

**RETURN FORM TO:**  
**MANAGEMENT SOLUTIONS**  
**6200 Buena Vista Drive**  
**Newark, CA 94560**  
**Phone: 510-659-8969**  
**Fax: 510-656-4495**

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**Satellite Dish / Antenna**  
**Installation & Conditions Policy**

WHEREAS, Owner desires to install a satellite dish and/or antenna at the *Mowry Gardens Homeowners' Association*, and the Association desire to work with the owner to approve the placement; and

WHEREAS, Federal and State laws allow for certain conditions, limitations and guidelines regarding placement and responsibility, for the satellite dish and/or antenna and the surrounding area.

NOW, THEREFORE, Owner agrees as follows:

1. Homeowners / Residents to submit *Architectural Request Change (ARC) form prior to installation for prior Board of Directors approval*
2. To abide by the Policy on Satellite Dish / Antennas implemented by the *Mowry Gardens Homeowners' Association* attached to this Agreement as Exhibit "A"
3. To promptly repair any damage caused by the installer in installing the satellite dish and/or antenna and to assume all responsibility to maintain, at their own expense, the satellite dish as well as the surrounding area, in good and proper order
4. To remove and reinstall at Homeowners' expense, the dish and/or antenna if removal is required by the Association in order to perform maintenance or repairs to the common area
5. To refurbish, at their own expense, any and all common area, exclusive or otherwise, if the dish or antenna is removed and the common area is damaged and/or needs repair
6. To indemnify the Association and Managing Agent from all claims arising from the installation and continuing presence of the satellite dish or antenna, and to indemnify the Association and Managing Agent from any and all liability relating to the satellite dish or antenna
7. To have a fully licensed and insured Contractor install the satellite dish and/or antenna to the roofs "S" bracket on the roof
8. To ensure that no penetration of the building's envelope will occur during installation of a satellite or antenna and all wiring must be routed within the unit. No wires are to be visible on the exterior of any building and/or unit and wires must be black or brown only, to match exterior
9. To abide by the satellite dish size: **Not to exceed 18 inches in width or 36 inches in circumference**
10. Homeowners / Residents are not permitted to install more than one (1) satellite dish and/or antenna. The satellite dish is to be mounted on the "S" bracket on the roof. Cable to be installed under the roof eaves into the unit
11. Homeowner agrees to bear the responsibility of any repairs to the buildings exterior envelope caused by the dish / antenna installation, including wood decay from water infiltration due to installation penetration and further agrees at time of sale or tenant change ownership, the satellite dish / antenna is removed, the exterior of the building envelope will be repaired back to original state or the association will repair and assess the member's account for the cost of repairs
12. The Association has sixty, (60) days to review the ARC application before responding to the homeowner's / tenants request and will follow up with a letter is the ARC application is approved or denied.

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- 13. The Association and its Board of Directors has the right to approve and/or deny a homeowner or residents' ARC application request, for any reason on behalf of and the betterment for the Association
  
- 14. In any action to enforce this compliance to this policy, the prevailing party shall be awarded reasonable attorney fees

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Homeowner's Signature

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Date

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Tenant's Signature

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Date

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Board of Director's/Managing Agent's Signature

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Date

Approved

Denied

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Date of Approval/Denial

Reason for Denial or Special Conditions of Approval:

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**Installation of Air Conditioning Unit**

Thank you for submitting your architectural request for prior Board Approval. Please read the conditions about the Air Conditioning unit that you will be installing and sign below.

**Conditions:**

Upon installation of the unit outlined in this request, the homeowner becomes responsible for maintenance, repairs or replacement and painting of the building's siding and/or any part of the building's envelope penetrated, due to installation of an HVAC system.

The system shall be mounted on a sound absorbent pad and any piping shall be covered by a sleeve and painted to match the building's exterior. If the system is placed in the common area (e.g. outside the garage), it must be covered with a lattice enclosure. Enclosure specifications are available from the management company.

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HOMEOWNER'S ACCEPTANCE OF CONDITIONS

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Director's/Managing Agent's Signature

\_\_\_\_\_  
Date

Approved

Denied

\_\_\_\_\_  
Date of Approval/Denial

Reason for Denial or Special Conditions of Approval:

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