

NORMANDY PARK HOMEOWNERS ASSOCIATION
ARCHITECTURAL REQUEST CHANGE

To: The Architectural Committee Date: _____
Cc: Board of Directors

Name: _____ Member No: _____

Owner's Address (if not resident): _____

Normandy Park Address: _____

Telephone Contact Numbers: (H): _____ (W): _____

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SATELLITE DISH REQUEST

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OTHER TYPE REQUEST

Description of work proposed: (Please attach copies of any specifications, brochures, pictures or information of the items) to aide the ARC Committee & Board of Directors in evaluating the change you wish to make.

Please attach copies of any specifications, brochures, pictures or any other information of the item(s) to aide the Architectural Committee & the Board of Directors in evaluating the change(s) that you are requesting to make.

SUBMIT REQUEST IN PERSON AT A BOARD MEETING, or MAIL IT TO THE MANAGEMENT OFFICE (address at bottom of next page), or FAX IT TO: (510) 656-4495.

THIS SECTION TO BE COMPLETED BY MANAGEMENT:

1. MANAGEMENT COMPANY OR BOARD OF DIRECTORS

Date Received _____ Date sent copy to ARC Committee & Board _____

2. ARCHITECTURAL COMMITTEE:

Recommendations: _____

Approved/Denied _____ To Board for Meeting of _____

Notify Management to put on Agenda & notify homeowner of Board Meeting date.

3. BOARD OF DIRECTORS FOR FINAL APPROVAL

Recommendations: _____

Approved/Denied _____ Date _____

4. RETURN TO HOMEOWNER

Approved/Denied at Board Meeting of (date): _____

**NORMANDY PARK HOMEOWNERS' ASSOCIATION
ARCHITECTURAL REQUEST CHANGE
APPLICANT AGREEMENT**

1. Applicant 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. Applicant understands that if the Committee requires modification to the plans, that special conditions may be placed on the completion of work.
3. Applicant understands that failure to receive City approval where necessary, and/or Committee approval, constitutes automatic authorization by the applicant to the Association to have the work brought into conformance with the approved plans, specifications and special requirements at the complete expense of the applicant/homeowner.
4. For all window replacements: Must be replaced with white frame of the original design.
No grids, patterns, etc.
5. For Satellite Dish Requests you are required to follow the installation mounting guidelines. (See Satellite Dish request Pages 3 & 4).
6. All dish installations will be inspected after notification of owner of installation for compliance. If not installed correctly, the association shall correctly install the dish and the unit's member account will be assessed the charge of the cost for the correct installation. In the future, the Board of Directors can make amendments to this policy.
7. All satellite dish installations are to be installed by Licensed and fully Insured Contractors and the dish must not exceed 18 inches across or 36 inches circumference.

APPLICANT'S SIGNATURE

DATE

REVIEWED BY: _____ **DATE:** _____

APPROVED: _____ **DENIED:** _____ **DATE OF APPROVAL/DENIAL:** _____

Reason for Denial or Special Conditions of Approval: _____

**RETURN TO:
MANAGEMENT SOLUTIONS
6200 Buena Vista Drive
Newark, CA 94560
(T): 510-659-8969
(F): 510-656-4495**

NORMANDY PARK HOMEOWNERS' ASSOCIATION

Satellite Dish / Antenna Installation & Conditions Policy

If an **Owner** desires to install a satellite dish / antenna at the **Normandy Park Homeowners' Association**, the Association's desire is to work with the owner to approve the placement.

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.

The **Owner** agrees to the following:

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 **Normandy Park Homeowners' Association** attached to this Agreement as Exhibit "A"
3. To promptly repair any damage caused by the installer in installing the satellite dish 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 the dish / 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 roof brackets (if applicable), or on a stand within the patio/deck/balcony, or mounted to a "J" bracket. All satellite dishes must be mounted at the rear of the building. (Above the garage)
8. To ensure that no penetration of the building's envelope (walls or roof) 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 are to be almond in color.
9. To abide by the satellite dish size: **Not to exceed 36 inches across or 120 inches circumference.**

Normandy Park Homeowners' Association
Architectural Request Change (ARC) form
Satellite Dish / Antenna
Installation & Conditions Policy

10. Homeowners / Residents are not permitted to install more than one (1) satellite dish and/or antenna.
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 after the ARC application is approved or denied.
13. The Association and it's 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.

Homeowner's Signature

Date

Tenant's Signature

Date

Board of Director's Signature / Managing Agent

Date

_____ Approved

_____ Denied

Date