

# REFLECTIONS HOMEOWNERS' ASSOCIATION

## ARCHITECTURAL REQUEST CHANGE

To: The Board of Directors

Date: \_\_\_\_\_

NAME: \_\_\_\_\_ MEMBER NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE (H): \_\_\_\_\_

\_\_\_\_\_ (W): \_\_\_\_\_

SATELLITE DISH REQUEST       OTHER TYPE REQUEST

Description of work proposed: (Attached any drawings, photos, etc.)

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Who will perform the work? (Include qualifications and copy of Contractors license and business card) Must be a Licensed and fully Insured Contractor

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Drawing of change request (if applicable)

**PLEASE READ AND SIGN THE SECOND PAGE TO THIS FORM**

NOTES: \_\_\_\_\_

REFLECTIONSHOMEOWNERS' ASSOCIATION

**REFLECTIONS 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 floor coverings:*** Upper units must get a signed letter of approval from lower unit and submit this letter with the ARC form to the Board of Directors for prior Board Approval before installation. In addition, upper units are required to install a "Quiet Sound Barrier" underlay. Lower units are required to complete an ARC form, as well if changing out floor coverings.
5. ***For all window replacements:*** Must be replaced with original design. No grids, patterns, etc.
6. ***For Satellite Dish Requests*** you are required to follow the installation guidelines and conditions that are attached and **must have prior Board Approval** prior to installing the dish. There is a ***non-refundable bracket fee*** of **\$62.50** made payable to: **REFLECTIONS H.O.A.**, mailed to the Management office prior to installing the satellite dish onto the roof bracket.
7. All dish installations will be inspected after notification by owner of installation for compliance according to the conditions and installation instructions. 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.
8. All satellite dish installations are to be installed by Licensed and fully Insured Contractors. **The satellite dish may not exceed 18 inches across and 36 inches circumference and no more than one (1) dish per unit. All cabling wires must match the building color. (Almond or Beige) and must be properly secured & tacked & not visible.**

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**

# REFLECTIONS HOMEOWNERS' ASSOCIATION

## Satellite Dish / Antenna Installation & Conditions Policy

WHEREAS, Owner desires to install a satellite dish / antenna at the **Reflections 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 **Reflections 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
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 or any building and/or unit. All cable wires must match the building color. Either almond or beige.
9. To abide by the satellite dish size: **Not to exceed 18 inches across or 36 inches circumference**

Reflections 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 if the ARC application is approved or denied
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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Date