

RIDGEWOOD MANOR I HOMEOWNERS ASSOCIATION

ARCHITECTURAL REQUEST CHANGE

To: The Board of Directors

Date: _____

NAME: _____ MEMBER NO: _____

ADDRESS: _____ PHONE (H): _____

_____ (W): _____

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SATELLITE DISH REQUEST

☐

OTHER TYPE REQUEST

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

Who will perform the work? (Include qualifications and copy of Contractors license and business card). Contractor must be fully insured and licensed. (All debris must be hauled away by Contractors, and not placed in the association's dumpsters).

Drawing of change request (if applicable)

PLEASE READ AND SIGN THE SECOND PAGE TO THIS FORM

NOTES: _____

RIDGEWOOD MANOR I HOMEOWNERS' ASSOCIATION

**RIDGEWOOD MANOR I 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 consent 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 installation:** All satellite dishes must be installed on the poles on the roof, especially designed for satellite dishes. There is a non-refundable usage fee \$100.00. Please make your check payable to: RIDGEWOOD MANOR I HOA. A check must be submitted with the completed ARC application. A Board of Director is required to be present at time of dish installation to give contractor access to the roof. Please call Management at: 510-659-8969 to schedule service appointment. All residents are required to follow the installation guidelines and conditions that are attached and **must have prior Board Approval** prior to installing the dish.
7. All dish installations must be mounted on the poles on the roof. There is a \$100.00 non-refundable bracket fee made payable to: *RIDGEWOOD MANOR I HOA*. Owner must send check with ARC application for prior Board approval and must contact the Management office with scheduled appointment prior to installation, as a member of the board is required to be present.
8. 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.
9. 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 wires must be almond or beige and must be contained within the unit and/or tacked properly, so as not visible on the exterior of the building.

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**

RIDGEWOOD MANOR I HOMEOWNERS' ASSOCIATION

Satellite Dish / Antenna Installation & Conditions Policy

WHEREAS, Owner desires to install a satellite dish / antenna at ***Ridgewood Manor I 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 ***Ridgewood Manor I Homeowners' Association*** attached to this Agreement as Exhibit "A"
3. All dish installations must be mounted on the poles on the roof. There is a \$100.00 non-refundable bracket fee made payable to: *Ridgewood Manor I HOA*. Owner must send check with ARC application for prior Board approval and must contact the Management office with scheduled appointment prior to installation, as a member of the board is required to be present.
4. 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
5. To remove the dish / antenna if removal is required by the Association in order to perform maintenance or repairs to the common area
6. 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
7. 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
8. 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
9. To abide by the satellite dish size: **Not to exceed 18 inches across or 36 inches circumference. No over-sized dish and wires to be almond or beige only. No black, brown or white.**

Ridgewood Manor I Homeowners' Association
Architectural Request Change (ARC) form
Satellite Dish / Antenna
Installation & Conditions Policy

10. 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 match the building color. Either almond or white only.
11. To abide by the satellite dish size: **Not to exceed 18 inches across or 36 inches circumference**
12. Homeowners / Residents are not permitted to install more than one (1) satellite dish and/or antenna
13. 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
14. 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
15. 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
16. 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