

## ARCHITECTURAL REVIEW RULES AND GUIDELINES

- The rules for modifications, additions, or alterations to owner units are outlined in Section X of the Rules and Regulations document.
- Unit owner must submit Architectural Review Form outlining desired changes or additions to On-Site Manager or Basic Property Management. Submitted form will be forwarded to the Board and/or Architectural Review Committee for review and approval.
- All of the activities below, and those outlined in the Rules and Regulations Section X, require approval from the Architectural Committee **before** commencement of any work:
  - Any and all structural modification(s) to the unit.
  - Installation of or modification to plumbing.
  - Installation of or modification to electrical wiring.
  - Hot water tanks must have a pan and required plumbing to the drain.
  - Modification to fireplace and /or installation of fireplace insert.
  - Replacement of floor coverings.
    - See specific details in Acoustic Flooring Rule attached.
- Violations of any of these rules are subject to assessment of penalties as outlined in Assessment of Penalties, Section III in Resolution of Rules.
  - First Offense                      \$ 500
  - Second Offense                    \$1,000
  - Three or More Offenses        \$1,500
- Unit owner is responsible to communicate Rules for Contractors or Maintenance Professionals to contractors.
- Any damage done to the building or property by contractors will be repaired at the expense of the unit owner.

**MARINA PLACE ARCHITECTURAL COMMITTEE  
REVIEW AND APPROVAL PROCESS**

1. Complete Architectural Review Form and forward a rough draft of the changes you would like to make to your unit to On-Site Manger or Basic Property.
  - a. Include any desired change in electrical or plumbing locations or additions.
  - b. Any flooring changes such as carpet, wood, tile, etc. must be submitted for approval.
  - c. Intended changes to exterior or interior walls have additional requirements as. ( See Additional Requirements for Structural Modifications)
2. Review of proposed changes is completed by the Board or Architectural Review Committee.
3. Owner is notified of requirement for additional information or approval to commence work.

## RULES FOR CONTRACTORS OR MAINTENANCE PROFESSIONALS

- Contractor must check in with resident manager before beginning any work in the unit.
- Contractor must have *Certificate of Insurance*.
- Construction debris: The contractor is required to remove all debris from the premises and to dispose of it properly off Marina Place property. The use of Marina Place dumpster is not considered a proper disposal site. All paint, paint thinner, stains, both latex and petroleum based products must be disposed of properly off-site.
- Drywall mix, tile set and grout, mortar, etc. **must not** be disposed of on site or in the units water system i.e., toilet, sinks and drainage outlets.
- Work hours are from 9 AM to 7 PM Monday through Saturday.
- If water needs to be turned off, contractor must notify Management Company of date and time and anticipated duration of shutoff at least 24 hours in advance.
- All unwanted appliances and furniture items must be removed from Marina Place and properly disposed.
- Failure of the contractor or owner to remove construction materials and/or debris from Marina Place property will result in the assessment of Penalties as outlined in Resolution of Rules. Any cost incurred by the Association for the clean up for removal of these materials will be charged to the unit owner.

## ADDITIONAL REQUIREMENTS FOR STRUCTURAL MODIFICATIONS

1. For removal or movement of walls, a structural Engineering company or consultant must be contracted to review planned changes for recommendations and structural approval. An Interior Architectural company with structural engineering qualification is acceptable.
2. Building blueprints are available from the resident manager for buildings 3 and 4 only.
3. It is recommended that a professional compile all the drawings for the remodel job. (Drawings are required when the paper work is submitted to the city/ county to obtain necessary building permit.)
4. Submit all drawings, permits, and contractors name to Marina Place Architectural Committee for approval.
5. A structural engineer or equivalent must be consulted throughout the remodel for recommendations if unexpected complications arise i.e. plumbing, electrical, structural impediments that would cause an unexpected change to the approved design.
6. The needed changes with the structural engineer's recommendations must be submitted and approved by the Architectural committee before the work can resume.
7. All necessary building permits must be obtained and posted at unit before work can commence.
8. The resident manager will visit the job site from time to time insuring that the contractor is abiding by Marina Place rules and regulations and that the approved work is being done.