

Mariners Green #2 Homeowner Architectural Application Indemnity/Liability Agreement

Owners Name: _____
(Please print)

Address: _____

Day Time Contact Number: _____ **Evening:** _____ **Email:** _____

I, (we), the above named owner, request approval to make the following addition, change, or alteration on my home or property at the address listed above:

Description of addition, change, or alteration: (include as much information as possible; use additional page if needed)

Who will perform the work? (Attach a copy of the contractor's current license and current insurance information)

Plans and/or specifications,(drawings), showing nature, kind, shape, height, and materials, must be submitted as a part of this request.

I, (we), the above named owner will be responsible for any damage to the surrounding common areas or adjacent properties that may arise as a result of the above stated addition, change, or alteration, and will be responsible for maintenance of same. I agree to obtain and produce copies of all necessary City permits to the Association. It is also agreed that any necessary insurance coverage for the protection of these additions will be the sole responsibility of the owner(s). Further, owner(s) agree that if and when this home is sold, this agreement must be included as a part of the sale and agreed to by the new owner(s). This will apply to ALL subsequent owners, and will be disclosed to any potential buyers of the property.

I, (we) the above named owner, per Article X. Section 10.02 which states" *Contact with Neighbors – An Owner who desires architectural approval from the Association shall, before an application is submitted, inform his/her neighbors who reside next to the Owner's home, except for a condominium or apartment building, by mail, of the intended architectural approval request*" have complied as required and have attached copy of such notification.

It is recognized by me that the Association maintains the right of approval of the above stated addition, change, or alteration. It is also understood that any variance from this application, even if determined needed or wanted during the course of construction, will require an addendum to this application which must also comply with the same terms as the original application with regards to neighbor notification and association approval.

The above named owner agrees to hold the Association, its Board of Directors, members, employees and agents harmless from any liability, injury, damage, or costs that may be incurred as a result of the above stated addition, change, or alteration.

Permits:(Please attach any City Building Permits required and list those being attached):

Applicant understands that they are responsible for ensuring their vendors complete their projects in a timely manner. Applicant must submit a timeline for their project and an estimate completion date, and how the vendor will be storing any material on their property. Approval will not be granted until they have established both. What they propose is up to the Board to accept.

Applicant understands that all construction debris must be cleaned up daily and cannot be left outside of the residence on evenings and weekends and/or during non-working hours. Fines will be imposed for non-compliance for every occurrence.

Applicant agrees and understands that the submission of this form alone does not necessarily fulfill all requirements for approval. Committee and/or Board may require additional information in order to make a decision. Until all information has been received, the application stands disapproved.

Applicant,(Homeowner) understands that if the committee requires modifications to plans, special conditions may be placed on the completion of work.

Applicant understands that failure to receive the required approvals from the City of San Mateo, the Mariners Green #2 Board of Directors and/or Architectural Committee, constitutes automatic authorization by the applicant to the Mariners Green #2 Association to have the work brought in to conformance with the approved plans, specifications, and special requirements at the complete expense of the applicant/homeowner.

Print Name

Signature of owner (applicant)

Date

Print Name

Signature of owner (applicant)

Date

If you have any questions about this form please, contact our office. Mail or fax your application to:

The Manor Association, Inc.
1820 Gateway Dr., Ste. 100
San Mateo, CA 94404
Office: 650-637-1616

For Office Use Only

Date application received by Manor Association: _____

Date of Architectural Committee review: _____

Board of Directors/Architectural Review Committee: **Approved** **Denied**

Special conditions for approval: _____

Date approved to proceed: _____

Building permit required: **Yes** **No**

Reason for denial: _____

By: _____

Authorized Association Representative

Date

Appendix A: WORKING PROCESS FOR MAJOR CHANGES TO THE APPEARANCE OF A PROPERTY

1. Owner is informed by Management that they need to request that they are placed on the agenda of a Board Meeting to present their proposal in a conceptual way. They do not need to present architectural drawings as the Board may not approve what they want to do. However, they need to present enough detail or samples that allows the Board to see what they want to do
2. Board reviews the proposal and determines if they consider it to be a major change. Board then votes to decide whether to accept the proposal in concept. If the Board approves it in concept and it is a major change, the approval is made subject to our consultant (architect or color) agreeing it is compatible with our neighborhood design. Homeowner is informed of the conditional approval and that the review of what they presented will be at their expense (approximately \$500) orally at the meeting and with a follow up email or letter. They are told not to do anything further until the review is completed.
3. Management forwards concept plans/samples for an evaluation by our appropriate consultant.
4. Management bills Homeowner for the review.
5. Once consultant approves the concept drawing as compatible to our neighborhood, homeowner is informed by Management. They are told in writing by Management that they can proceed to their architect and create detailed architectural drawings for proposal. They are told that once the plans are completed, they need to again request to be placed on a Board Meeting's agenda.
6. Homeowner presents to the Board the detailed drawings. If the Board approves the more detailed drawings, the homeowner is informed that approval is still conditionally approved as plans will still need to be reviewed by our consultant. They are informed orally and in writing by Management.
7. Plans are sent back to the Board's consultant by Management to review that they are what was conceptually presented.
8. When the consultant review determines that the plans are what were presented in concept, the homeowner is informed by Management that they have the Board's approval from an architectural point of view. They are told to proceed with the permitting process the City of San Mateo requires, which includes a noticing of the appropriate neighbors. Management copies the City of San Mateo Planning Department.
9. Homeowner presents their detailed plans to the City. Once Homeowner gets approval from the City that their plans are accepted, they request to be placed on a Board Meeting's agenda. They come back in to present the City approved plans. In the presentation of the plans, Homeowner must note if there were any changes that the City required. If so the Board reviews the changes and evaluates whether or not our consultant needs to be involved again. If they are major, the approval remains conditional and plans are sent to the Board's consultant. If there are no changes, Board removes the condition and final approval is given orally and followed up in writing by Management. If there are changes, once the consultant approves the changes, the homeowner is informed with a follow up communication.
10. Letter/email is then sent to the Homeowner by Management. Communication acknowledges that they have or have not made changes because of the City requirements. Letter/email also notes that Homeowner must acknowledge that they will not deviate from the City approved plan, that any contractor proposed in field changes requires that they stop and go to the Board to get approval, and that any deviation or none approved changes are not acceptable. They are informed that they will be required, at their expense, to correct to the approved plans. They are required to acknowledge the communication and agree to it before starting.