

**EXHIBIT A**

**THE HEIGHTS AT CARMEL VALLEY ASSOCIATION  
ARCHITECTURAL APPLICATION**

**Complete and email to:**

The Heights at Carmel Valley Assoc.  
Association@heightsatcv.org

**Include:**

Exhibits A, B, C, D

**Submit at Job Completion:**

Exhibit E

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

**Homeowner's Name** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Scope of Work**

(To expedite approval process, please describe/attach specifications, materials, time frame, etc. in detail.)

---

---

---

---

---

---

---

---

---

---

**I understand and agree to the following:**

1. The homeowner is responsible for obtaining any necessary building permits and must supply copies to the Board of Directors or the ARC Committee prior to commencement of any work.
2. Quality workmanship & conformity to the existing ARC design and CC&Rs is required.
3. Neighborhood notification required when applicable.
4. Any damaged caused to the common area during repairs/ improvements will be the Owner's responsibility to repair.

**Proposed Start Date:** \_\_\_\_\_ **Proposed Completion Date:** \_\_\_\_\_

**Homeowner's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

-----

Approved     Approved Subject to Conditions     Additional Information Required

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disapproved

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Arch Committee/ Board of Director Signature:** \_\_\_\_\_

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

**EXHIBIT B**

**ARCHITECTURAL APPLICATION SUBMISSION REQUIREMENTS**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Please complete and email Exhibit A, Exhibit B, Exhibit C and Exhibit D, along with your proposed improvement plans. Sign all Exhibits.</li><li>2. Include copy of contractor's Certificate of Insurance (COI) for General Liability and Workers Compensation.</li><li>3. Submit Exhibit E upon completion of work.</li></ol> |
|--|

APPLICANTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROPOSED START DATE: \_\_\_\_\_

ANTICIPATED COMPLETION DATE: \_\_\_\_\_

NAME OF CONTRACTOR: \_\_\_\_\_

ADDRESS OF CONTRACTOR: \_\_\_\_\_

CONTRACTOR'S LICENSE NUMBER: \_\_\_\_\_

CONTRACTOR'S GENERAL LIABILITY INSURANCE POLICY NUMBER: \_\_\_\_\_

WORKERS COMPENSATION POLICY NUMBER: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR REQUEST:

1. Description of improvement
2. Location of improvement and dimensions
3. Description of materials and color schemes
4. Specifications of sound insulation for flooring

**EXHIBIT C**

**CONDITIONS OF APPROVAL AND DISCLAIMER**

Unless specifically agreed otherwise in writing by the Board of Directors, approval of the submitted plans is expressly conditioned upon the owner agreeing to assume the cost for any additional maintenance directly or indirectly caused by the proposed modification(s), addition(s), or improvement(s).

During the approval process, the Association’s Board may require that a civil engineer or other expert consultant review the proposed plans. SUCH REVIEW(S) ARE VERY LIMITED IN SCOPE AND MAY NOT BE RELIED UPON BY THE APPLICANT TO ENSURE CORRECTNESS OF PLANS FROM A LEGAL, ARCHITECTURAL, STRUCTURAL, ENGINEERING, LANDSCAPING, ETC., STANDPOINT.

The applicant FURTHER AGREES AND REPRESENTS that, as a condition of submittal, they have independently reviewed and confirmed that the proposed plans are correct from a legal, structural, architectural, engineering, and/or landscaping standpoint and will not in any way, other than that which has been disclosed in the application, negatively impact the Association or cause damage.

The applicant FURTHER AGREES AND REPRESENTS that the applicant has complied with all applicable Federal, State, County and City laws and ordinances and has obtained all necessary permits in connection with the proposed plans. Applicant further agrees to send copies of all permits to the Association Board prior to the actual implementation of the proposed plans.

PLEASE NOTE THAT APPROVAL OF THE PROPOSED PLANS BY THE ASSOCIATION BOARD OF DIRECTORS DOES NOT CHANGE OR ABROGATE THE APPLICANT'S OBLIGATION TO OBTAIN ALL NECESSARY PERMITS AND/OR COMPLY WITH ALL APPLICABLE GOVERNMENTAL REGULATIONS.

**APPEAL PROCEDURE:** A homeowner whose application for ARC approval of additions or alterations is denied the ARC shall have a right to appeal the denial to the Board of Directors for reconsideration. The reconsideration shall take place at an open meeting of the Board. The request for reconsideration shall be in writing, and must be sent to the Board within 30 days of the date the denial is emailed to the homeowner. Email to The Heights at Carmel Valley Association: [Association@heightsatcv.org](mailto:Association@heightsatcv.org)

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

Applicant’s Name: \_\_\_\_\_ Applicant’s Signature: \_\_\_\_\_

## EXHIBIT D

### HARD SURFACE FLOORING REQUIREMENTS

Appendix Chapter 12, Section 1208 of the 1998 Uniform Building Code, adopted by the State of California, requires that common floor/ceiling and wall assemblies, in multiple family residential structures be built to attain field tested FSTC and FIIC ratings of 45 or higher.

On second and third floor units, hard surface floor products including, but not limited to, wood, wood laminate, ceramic tile, natural and synthetic stone-like products, and vinyl must meet the FSTC and FIIC ratings as described in Appendix Chapter 12, Section 1208 of the 1998 UBC. When necessary, FSTC and FIIC minimums may be achieved through the use of a sounds reducing membrane\* which is placed between the hard surface flooring and the existing lightweight concrete flooring.

Therefore, if a homeowner wishes to install any hard surface flooring, a written request asking for permission to install hard surface flooring must be submitted by the homeowner to The Heights at Carmel Valley Homeowners Association architectural committee for approval. The written request must demonstrate how the hard surface installation procedures and products meet the minimum FSTC and FIIC **test rating of 45 or higher**.

Typically, the manufacturer of your flooring selection could provide the FSTC and FIIC ratings.

---

Applicant's Signature

---

Date

**EXHIBIT E**

**NOTICE OF COMPLETION**

Notice is hereby given that the undersigned is the owner of the property located at:

\_\_\_\_\_  
\_\_\_\_\_

The work of improvement on the described property was COMPLETED on:

\_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, in accordance with The Heights at Carmel Valley Association Board and has written approval through the above owners' plans and submitted package.

Date: \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

-----

Date: \_\_\_\_\_ Association Board Member Signature: \_\_\_\_\_

INSPECTION APPROVED

INSPECTION APPROVED WITH THE FOLLOWING CONDITIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSPECTION DISAPPROVED DUE TO THE FOLLOWING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**UPON COMPLETION OF IMPROVEMENTS EMAIL TO:**

The Heights at Carmel Valley Association  
[Association@heightsatcv.org](mailto:Association@heightsatcv.org)