

TOP 0' TOPANGA COMMUNITY ASSOCIATION
Architectural Committee Application Process (ARC App)

ARC App Process Checklist for modifications to existing homes

Before application may be submitted to ARC committee, the applicant must provide:

- Completed ARC application
- Any additional documentation to which the application refers (sketches, photos, drawings, plot plan, manufacturer info, etc.)
- All measurements and/or dimensions must be clearly marked on the submission
- Any and all sample materials - physical samples
- Paint color samples - paint chips or other sample

Additionally, onsite manager must verify that applicant is the homeowner and not a tenant.

- Applicant is verified to be the home owner

NEW INSTALLATIONS have a different set of requirements and a different application.

**TOP O' TOPANGA COMMUNITY ASSOCIATION
Architectural Committee (ARC) Information for Residents**

PLEASE READ THE FOLLOWING INFORMATION:

Whether you are making changes to your existing residence or are bringing in a new or replacement home, it is your responsibility to get the proper permits from the Department of Housing and Community Development (HCD) AND to make sure any and all changes are in compliance with HCD Title 25.

Any approvals the Architectural Committee (ARC) may grant are with the understanding that the resident has obtained the proper permits from HCD, made sure that any and all changes are in compliance with Title 25, and that they are in compliance with all state rules and regulations. It is not the job of the ARC to educate about or enforce Title 25.

Residents must also be in compliance with all documents that are used by The Top O' Topanga Community Association (TOTCA), including but not limited to the CC&Rs, Rules and Regulations, and the Architectural Guidelines. Residents must submit all Architectural Change, Neighbor Notification or House Paint forms to:

Top O' Topanga Manager's Office, 3360 N. Topanga Canyon Blvd., Topanga, CA 90290.

I WANT TO MAKE A CHANGE TO MY PROPERTY. WHAT DO I DO NOW?

IF YOU ARE BRINGING IN A NEW HOME, YOU MUST SUBMIT THE FOLLOWING:

- 1) Plot plans
- 2) Elevations
- 3) Blueprint of home
- 4) Colors (Please submit House Paint Form)
- 5) Materials
- 6) Landscape plans
- 7) Any other information needed to complete the installation
- 8) Neighbor Notification Form with Sections A, B & C completed and signed by each affected neighbor

IF YOU ARE MAKING CHANGES TO YOUR EXISTING HOME OR PROPERTY, YOU MAY NEED TO SUBMIT ANY OR ALL OF THE FOLLOWING: (These will vary depending on the proposed change, e.g. extending a driveway, planting a tree, building a deck, etc.)

- 1) Plot plans
- 2) Elevations
- 2) Materials
- 3) Colors (Please submit House Paint Form with these plans)
- 4) Drawings or renderings of proposed changes
- 5) Measurements
- 6) Any other information to complete the installation
- 7) Neighbor Notification Form with Sections A, B & C completed and signed by each affected neighbor

NEIGHBOR NOTIFICATION

Any changes to the property that would potentially affect an adjacent neighbor, e.g. fencing, additions near a common lot line, must be shown to potentially affected neighbor(s) prior to work being done. We hope that everyone will be in agreement with the proposed changes. The ultimate decision is with the ARC. We must have verification that anyone affected by potential changes has had a chance to review and comment on them.

Please allow 14 days for the ARC to reply. The plans will be approved, conditionally approved, or denied. If you disagree with the ARC's decision, you may appeal at a Homeowner's Association Board meeting. Any and all work concerning your submission may not commence until the Board has issued a final decision.

CONSTRUCTION AND NEW HOUSE INSTALLATION GUIDELINES

1. BEFORE CONSTRUCTION BEGINS

- 1.1 The Homeowner is to obtain ARC Guidelines and forms from the Office Manager
- 1.2 The Homeowner is to submit to the ARC the following: plot plans, floor plans, elevations, blueprints, a list of materials, landscape plans, paint colors, and any other documentation that will assist ARC in determining whether the project conforms to Community standards and guidelines. A Neighbor Notification Form, if applicable, must be submitted at this time.
- 1.3 Landscaping and fencing plans may be submitted at this time or later as long as they are submitted before any and all work on this phase of the project begins.
- 1.4 Per ARC guidelines, a check for \$150.00 payable to Top O' Topanga Community Association must accompany the Architectural Change form to cover the cost of new, changed, or relocated gas, electrical, water, or sewer lines and meters. (This primarily applies to new house installations).
- 1.5 The Office Manager will review the documentation, complete a cover sheet, and forward the packet to ARC. If paperwork is missing, incomplete or unclear, the packet will be sent back to the owner, resulting in further delays.
- 1.6 ARC will review and return the paperwork to the Office Manager within 2 weeks.
- 1.7 The Office Manager will notify the Homeowner of ARC's decision and will keep the supporting paperwork on file in the Manager's Office.

2. PERMITS AND THE DEPT. OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

- 2.1 The Homeowner (or his or her Agent) is to obtain the necessary building permits.
- 2.2 Per The California Public Utilities Commission (CUPC), the Homeowner must show on the Plot Plan all utility infrastructure changes and must report and map the before and after location of the changes.
- 2.3 Any and all changes in construction that need to be made AFTER the Homeowner's original ARC approval must be submitted in writing and approved before execution. (See Section 1).
- 2.4 HCD issues permits for home installations and certain modifications. HCD will inspect work for compliance at certain stages of development and at completion.
- 2.5 The Homeowner is ultimately responsible for the work being in compliance with HCD Guidelines, Title 25, local laws, Top O' Topanga (TOT) Rules, Architectural Guidelines, and Covenants, Contracts and Restrictions (CC&Rs).
- 2.6 The Top O' Topanga Homeowner's Association (HOA) agent is a Title 25 specialist and will conduct before and after construction inspections and will charge a fee to the owner to be no greater than \$300.00 to the Homeowner for services rendered.

3. SITE INSPECTIONS, UPGRADES, AND SIGNING OFF

- 3.1 An HOA agent is to inspect utility infrastructure and will do a walkthrough with the Contractor prior to work commencing.
- 3.2 An HOA agent will make periodic site inspections as work progresses and/or changes to the original Architectural Plans are submitted.
- 3.3 An HOA Agent is to review compliance, corrective issues, and do a final walkthrough with the Builder or Contractor before signing off on any and all approvals for work done.
- 3.4 The Homeowner must improve infrastructure when the opportunity warrants or mandates, i.e., rerouting utilities for ease of access, upgrading utility lines where possible, etc. If this is not done, Homeowner may be financially accountable for any repair or replacement of infrastructure, including repairs to any items that impede access to infrastructure, i.e., sidewalks, landscaping, foundations, etc.

4. UNIT STAGING

- 4.1 The Homeowner is to contact the Office Manager to submit a preliminary schedule of staging and the onsite movement of unit(s).
- 4.2 The Homeowner must notify impacted residents in writing, at least 48 hours in advance of any movement of unit(s) or construction so as to minimize interruption of services such as mail, trash, street cleaning, etc.
- 4.3 The Homeowner is to provide orange construction cones, yellow caution tape, night reflectors, signage, etc., as warranted for safety. Homeowner assumes all liability with regard to any and all construction.
- 4.4 The Office Manager is to coordinate with the Homeowner for the scheduling, location, and length of time the Manufactured House, rigs, cranes, and other involved vehicles may remain parked in the Common Area. Preliminary preparation work on the Manufactured House must be done in a way as to minimize impact on community traffic and safety. The Office Manager will represent the HOA and is authorized to impose established fines on any and all infractions he or she might find. This representative is also authorized to stop work on the Manufactured House or lot should he or she deem the situation a safety hazard or infraction in his or her opinion.

To obtain or submit any Architectural Change, Neighbor Notification or House Paint forms or if you have any questions, please contact:

Top O' Topanga Onsite Manager's Office
3360 N. Topanga Canyon Blvd. Topanga, CA 90290
office@topotopanga.com
(818) 346-9252

TOP O' TOPANGA COMMUNITY ASSOCIATION ARCHITECTURAL CHANGE FORM

SECTION I – OWNER INFORMATION

Applicant Name:

Address: _____ Phone: _____

SECTION II - PROPOSED CHANGES (Please check one of the boxes below)

Changes to an Existing Home

New Construction

List of Plans Submitted (Please attach plans): _____

Dig Alert Contacted: yes no Dig Alert Ticket Number _____ www.digalert.com or dial 811

SECTION III - ARCHITECTURAL COMMITTEE DECISION - FOR ARC'S USE ONLY

Approved as Submitted

Approved with Conditions

Disapproved

Reason/s:

Top O' Topanga Community Association Architectural Committee

Date of Decision: _____

Committee Member: _____

Committee Member: _____

Date received by office: _____

Date received by committee: _____

Date owner notified: _____

Any approvals the Architectural Committee may grant are with the understanding that the resident will execute the above plans as stated herein and that they are in compliance with state rules and regulations. Owner assumes responsibility for all contractors and for compliance with Title 25.

TOP O' TOPANGA COMMUNITY ASSOCIATION NEIGHBOR NOTIFICATION FORM

Please complete Sections A, B, and C and submit with Architectural Change Form and/or House Painting Form

The purpose of this form is to solicit input or concern you might have with a proposed architectural change to a nearby property. The Architectural Committee (ARC) will review and consider your comments; however, the final decision by the ARC will be based on Top O' Topanga's governing documents.

SECTION A: CONTACTS

TO: _____
(Name and address of neighboring lot owner)

FROM: _____
(Name and address of owner making proposed architectural changes.)

FOR OFFICE USE ONLY
Date Submitted to Neighboring Owner
/ /

SECTION B: NOTIFICATION OF PLANS

I plan to make the following changes to my home/lot:

These plans may impact you in the following way:

SECTION D: APPROVAL/CONCERNS

If you have no concerns or problems with the above stated plans, please sign and date here. If you do not complete and submit this form to onsite management *within 14 days of the above date*, it will be ARC's understanding that you have no concern or input on this submission.

Signature: _____ Date: _____

Please write down any concerns or problems you may have with my executing the above stated plans:

Thank you for your assistance with this matter. Please return this form to:

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