

CONTEMPO HOMEOWNERS ASSOCIATION
4190 Gemini Drive, Union City, CA 94587 Phone: 510-489-4440

ARCHITECTURAL REQUEST FORM

PLEASE MAIL OR DELIVER THE COMPLETED
FORM WITH ATTACHMENTS TO:

Contempo Homeowners Association
4190 Gemini Drive
Union City, CA 94587

FOR BOARD USE ONLY

PRE-APPROVED FOR PERMIT: YES _____ NO _____
FULL APPROVAL: YES _____ NO _____
By Office Staff: _____
Date: _____
Reason, if 'NO': _____

IMPORTANT NOTE: Prior to requesting for exterior changes/repairs, the Homeowner must review the Contempo Homeowners Association Architecture Guidelines for legality and compliance.

Homeowner Name: _____

Property Address: _____

Phone: (Hm) _____ (Email) _____

EXAMPLE OF EXTERIOR HOME IMPROVEMENTS/REPAIRS REQUIRING PRE-APPROVAL (BUT NOT LIMITED TO): Balcony Deck, Fence, Windows, Doors, Garage, Landscaping). If you are in doubt, submit your request and a member of the Architecture Committee or a Board Member will contact you.

My ACC Request involves the following type(s) of improvements/repairs: Describe improvements and include brochures, specifications, plans or illustrations, for landscape, windows, fence, garage, balcony, etc.

Note to Applicants: In addition to approval from the Contempo Homeowners Association, your proposed additions, improvements, or modifications also may require approval from the Union City Building Department and/or the Alameda County Building Department. You should check with the applicable Building Department before commencing any work. All work approved by the Association must be completed within 90 days. If a HOA inspection is required for a standard ACC Request, inspection fees will be shared 50-50 between the Homeowner and Association. For ACC Requests that are required to remedy a Violation or for an Insurance Claim of a repair, the inspection fees will be the full responsibility of the Homeowner.

FOR OFFICE USE ONLY: DATE REC'D _____ BY OFFICE STAFF _____
CONTRACTOR'S QUALIFICATION FORM: VERIFIED: CONTRACTOR LICENSE INSURANCE
BUILDING PERMIT REQ'D: Y / N **BUILDING PERMIT:** **UNION CITY FINAL INSPECTION:**
HOA INSPECTION REQ'D: Y / N **HOA INSPECTION DATE:** _____

HOA INSPECTION REPORT:

HOA INSPECTOR NAME: _____ PHONE #: _____

ACC COMPLETED/CLOSED:

Appendix
Item 'A'
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The Contempo Association's Architectural Request Form

Generally speaking, as per the covenants (CC&Rs), all Association Members must submit an Architectural Request Form for Architectural Review and Approval prior to making any changes to the outside appearance of their homes, yards, fences and gates within the Association.

When there is no active Architectural Review Committee, that responsibility is borne by the Contempo Board of Directors acting in the capacity of the Architectural Review Committee. In any case, the Members of the Board and the Architectural Review Committee are volunteers who are knowledgeable on the Covenants, the Architectural Guidelines, and many of the applicable Union City Building Codes.

The Architectural Review Committee will try to evaluate the Architectural Request Form and return it to the Homeowner within 14 working days, but no later than 30 working days, of having received the form.

It is always best to submit the Architectural Request Form, rather than to be sorry later.

If an Association Member begins construction or changes to his/her property without Architectural Review Committee approval, the Association Member is taking the risk of having his/her project denied which may become very costly to the Association Member. In addition, there is a fine for beginning construction or for making modifications without Architectural Committee approval.

The Contempo Homeowners Association construction requirements are similar to those of Union City's Building Codes. In some instances, the requirements are different from the City's Building Codes. Approval of a project by the Union City Building Department does not guarantee that the project will pass the Contempo Homeowners Association requirements. In many instances the Homeowner must obtain an approval from both the Association and the Union City Building Department.

When an Owner will have modification work done to his/her home, which will involve the contractor working on, or from, the Contempo common area, the Association requires a completed 'Contractor's Qualification Form to be submitted with a copy of the applicable Proof of Insurance naming Contempo HOA as additional insured and the certificate holder. When an Owner will have modification work done to his/her Lot, we recommend that the Owner have the contractor complete the form for the Owner's use as protection.