

# CONTEMPO HOMEOWNERS ASSOCIATION

4190 Gemini Drive  
Union City, CA 94587

www.contempo-hoa.org

(O) 510-489-4440  
(F) 510-489-1285

## ARCHITECTURAL REQUEST FORM

PLEASE MAIL COMPLETED FORM WITH  
ATTACHMENTS TO:

Contempo Homeowners Association  
4190 Gemini Drive  
Union City, CA 94587

FOR BOARD USE ONLY

APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_

By: \_\_\_\_\_

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

Reason, if 'NO': \_\_\_\_\_

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

### APPLICANT

Name:

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Address:

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Phone: (Hm) \_\_\_\_\_ (Wk) \_\_\_\_\_ (Cell) ( \_\_\_\_\_

**EXAMPLE OF EXTERIOR HOME IMPROVEMENTS REQUIRING PRE-APPROVAL (BUT NOT LIMITED TO):** Painting (Colors), Deck, Patio, Windows, Doors, 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: Describe Improvements include building materials, brochures or other plans or illustrations, for, landscape, patios, decks, etc.**

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**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.

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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 born 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 Committee Submittal 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 on.

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 can 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 proofs of insurance. 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 a protection.