Huntington Landmark



# Asbestos Concern

Anytime a project involves the disturbance of drywall and/or acoustic material an asbestos test must be performed, and the results must be submitted to the ACC prior to project commencement.

This most commonly applies, but is not limited to the following project types:

- Bathroom/Plumbing Projects
- Electrical Projects
- Remodel/Wall Removal Projects

Thank you,

Architectural Control Committee

#### Standard 33

## Remodel September 02, 2021

#### <u>GENERAL</u>

This describes the requirements for remodeling a Unit (changing interior walls, ceilings, etc.)

THERE ARE MANY SEPARATE ACC SPECIFICTIONS FOR DIFFERENT TYPES OF CHANGES, SUCH AS BATHROOMS, EXTERNAL DOORS, WINDOWS, GAS APPLIANCE CHANGES TO VENTING, ETC. PLEASE REFER TO THOSE SEPARATE SPECIFICATIONS FOR UNIQUE REQUIREMENTS WHEN MAKING SUCH CHANGES WHICH HAVE NOT BEEN DUPLICATED IN THIS MORE GENERAL SPECIFICATION. AN APPLICATON FOR EACH TYPE OF CHANGE MUST BE SUBMITTED WHEN DOING THOSE CHANGES, MEETING THE UNIQUE REQUIREMENTS OF EACH. PLEASE ASK OFFICE STAFF FOR ASSISTANCE.

The mission of the ACC is to maintain the architectural character and structural integrity of the Association's property as it was established by the original design. Due to this, it is necessary that construction methods, modifications, materials, and colors used for changes affecting the Common Area be approved prior to being made. The setting of standards and the approval of requests for the proposed addition or alteration will assure a continuity of design and function which will help maintain appearance and enhance overall property values.

This Standard contains a section listing <u>Contractor Requirements</u> applicable to all changes where a Contractor is used. This <u>Contractor Requirements List</u> (see Item 9, below) should be read by the Contractor, after which the owner should have the Contractor sign a <u>Contractor Acceptance Agreement</u> (attached) indicating their knowledge of and adherence to Association rules and regulations

#### No work may commence without prior written approval of the ACC.

#### PROCEDURE

- 1. The following items must accompany your <u>Architectural Control Committee</u> <u>Application</u> presented to the ACC for approval of additions, modifications or remodeling your Unit (changing walls, ceilings, etc.).
  - a. A Unit floor plan is required showing location and dimensions of the proposed addition or alteration in red or another contrasting color. Unit floor plans are available at the Management office.
  - b. Any new construction must be identified with a drawing showing a top and side view of the proposed change or addition. Dimensions must be shown but need not be to scale. They should be prepared complete enough to give the ACC a clear idea of what you are proposing to do, i.e., scope of project.

Standard 33 Remodel September 02, 2021
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- c. <u>Detailed 1/4" scale construction drawings prepared by your contractor</u> <u>must be included with your package</u>. They should indicate the property address including Unit number, name of Owner, north arrow, and a brief description of the work. Show all buildings, fences and other improvements, existing, new or proposed. Show dimensions of work to be considered, distances between the new work and the property lines.
- d. A Huntington Beach Department of Planning & Building (HBPB) Permit will be required after obtaining ACC Tentative Approval.
- e. The start and completion dates of the project.
- f. The name, License Number, telephone number and address of the contractor scheduled to do the work; along with a completed and signed <u>Contractor Acceptance Agreement</u>.
- g. Appropriate ACC Standards and <u>Use Permit Agreement</u> signed where necessary.
- h. Color samples.
- i. Indicate principle connections or details showing method of construction, particularly where touching common walls. This should be easily understood from your contractor's detailed drawings (see Item 1.c., above).
- j. Description of all materials used as to weight and/or thickness.
- k. Method of installation or application of materials.
- I. List of materials and finishes.
- 2. All future repair and maintenance of the new construction/alterations shall be the Owner's responsibility.
- 3. In all cases, construction must be equal to, or better than, the quality of existing construction.
- 4. The Owner is responsible for providing paint for their improvement and all adjacent exterior surfaces, if needed. The repainting of any exterior walls of buildings or other structures located on the property shall be subject to approval in writing from the ACC. Please refer to the Association's <u>Maintenance Specification for Exterior Painting</u>, available in the Management office, for product and color standards.
- 5. In all cases, any modifications or additions shall conform to all current applicable engineering requirements as set forth by the California Building Code, the HB Building Code, and any other requirements of the HBPB.
- 6. Any existing venting or utility conduits may not be disturbed without written approval of the ACC.
- 7 NOTE TO PLUMBER: IN MANY CASES FLOOR DRAINS MAY NOT BE RELOCATED WITHOUT FIRST DOING EXTENSIVE RESEARCH. SOME SLABS ARE POST-TENSION. A DETERMINATION OF THE UNIT IN WHICH YOU ARE WORKING MUST BE PERFORMED PRIOR TO ANY EXCAVATION/DEMOLITION WORK BEING PERFORMED. CONTACT THE ACC FOR FURTHER INFORMATION. PLEASE REFER TO ADDITIONAL

Standard 33

#### DOCUMENTATION ATTACHED TO THIS SPECIFICATION RELATIVE TO SOME KNOWN VARIATIONS OF PHASE SLABS.

- 8. Allow thirty (30) days for the ACC to review and respond to your request. In some instances, Tentative Approval may be given pending receipt of additional documents. Once the application has been approved, you will receive a letter stating you may proceed with construction. The improvement must be completed within 90 days.
- 9. At the same time you are notified you may proceed with construction, you will receive an <u>Architectural Change Notice of Completion Form</u>, (they are also available at the Management office) which should be completed and returned to the Management office within ten (10) days of your project completion, along with a copy of the HBPB's final approval on your Building Permit. After receiving your <u>Notice of Completion</u> (and final approval of your Building Permit) the ACC consultant will plan with you to do a final inspection in order to close out the project file. After final inspection, a <u>Final Approval Letter</u> will be sent to you and maintained in your Owner's file in the Management office.
- 10. The following items are all <u>Contractor Requirements</u> and should be read by the contractor, who the Owner shall have sign a <u>Contractor Acceptance Agreement</u> (attached) indicating he has read them and will abide by them.
  - a. The Supervisor, or Foreman, shall sign in at the Management office each time he and his crew is on site.
  - b. A copy of the appropriate ACC Standards, ACC Approval Letter and the HB Building Permits must be kept available on the job site throughout the project.
  - c. <u>All trash and materials generated at the time of the project must be</u> <u>transported from Huntington Landmark property by the contractor. No</u> <u>material may be disposed of in the Association's trash containers. The</u> <u>Owner will be responsible for all costs of removing such material if it is</u> <u>found in Association trash containers.</u>
  - d. The term "contractor" shall include his employees, agents, subcontractors and suppliers or any other person under his cognizance. There must be an <u>English-speaking supervisor</u> on-site always.
  - e. All work is to be performed by a licensed, insured contractor per California law. Any exceptions are to be determined by the ACC.
  - f. Work time is Monday through Saturday, 7:30 a.m. until 6:00 p.m., unless there is an emergency.
  - g. No loud unnecessary noise, no radios or boom boxes. Be considerate of neighbors.
  - h. Safety cones, yellow tape or any other precautions are to be used where necessary.
  - i. Suitable clothing or uniforms are to be worn always.
  - j. Construction site shall be left clean each day.
  - k. Construction items, such as sand, cement and dirt, shall not be placed on streets, walkways or grass without protective under covers.

### Huntington Landmark Senior Adult Community Association 20880 Oakridge Lane, Huntington Beach, CA 92646 <u>Architectural Control Committee (ACC) Specifications</u>

## Standard 33 Remodel September 02, 2021

- Parking restrictions, fire lanes and <u>speed restrictions</u> shall be respected at all times. Contractors are to park on the street, not in Owner parking spaces adjacent to the garages. Please see Security Personnel at the Atlanta Gate if you are not sure where to park.
- m. NO signs advertising the contractor shall be posted at any time.
- n. All contractor vehicles will be clearly identified with signage indicating to whom they belong and will have a dashboard permit issued by the Atlanta Gate Security.

### KNOWN BUILDING SLAB REINFORCEMENT TYPES

#### 14-Jul-2013

Phase	Reinforcement	Technical	Comments
MRA	None		Observation of 6" cores in Library
1	Wire mesh (assumed)	6" square mesh	Memory of repairs made 2-3 years ago
2	Wire mesh (assumed)	Same as Phase 1	Built at same time as Phase 1
3	Wire mesh w/rebar	6" square mesh w/rebar	Observation of an open slab in a Phase 3 unit
4	Wire mesh w/rebar (assumed)	Same as Phase 3	Built at the same time as Phase 3
5	Rebar	Crisscrossed Rebar	Observation of an open slab in a Phase 5 unit
6	Rebar (assumed)	Same as Phase 5	Built at the same time as Phase 5
7	Post-tension cables	Crisscrossed Cables	Observation of cable ends of a few units
8	Post-tension cables	Crisscrossed Cables	Observation of cable ends at a few units
9	Post-tension cables	Crisscrossed Cables	Observation of cable ends at a few units
10	Post-tension cables	Crisscrossed Cables	Observation of cable ends at a few units
11	Post-tension cables	Crisscrossed Cables	Observation of cable ends at a few units
12	Post-tension cables	Crisscrossed Cables	Observation of cable ends at a few units
13	Post-tension cables	Crisscrossed Cables	Observation of cable ends at a few units

#### HUNTINGTON LANDMARK 20880 Oakridge Lane – Huntington Beach, CA 92646 Architectural Control Committee (ACC) Application and Use Permit Agreement (UPA)

ACC Standard Number and Name: (Note: Complex projects may require multiple applications)							
Owner Name: Date:							
Address and Unit #:							
Home Phone #:	Mobile Phone#:						
Email:	Unit Model:						

#### 1. Scope of work:

- 2. I have read and understand the Specifications applicable to my request. It is my responsibility to provide the Specifications to my contractor and be sure they read and understand them. I understand that my contractor needs to read and sign the Contractor Acceptance Agreement and that it is for my protection.
- 3. I understand and acknowledge that any damages to Association property resulting from actions of the contractor I hired are my responsibility and I will be held liable, which may include removal of the improvement and/or repairs to be done at my cost.
- 4. I understand the entity performing the work must be properly licensed and insured.
- 5. I understand that in certain major structural alterations the Association may need to bring in the services of an outside consultant for evaluation of plans, to monitor progress, perform final inspections, etc. and in such instances I, the owner, will be held financially responsible.

Owner Signature:	Date:
Contractor Name:	License #:
Contractor Address:	Contractor Phone#:

#### \*\*\*\*\*BELOW FOR ACC USE ONLY \*\*\*\*\*

Tentative Approval by:	1.	2.	Date:
Waiting to Receive:			
Application Denied by:	1.	2.	Date:
Approved to	1.	2.	Date:
Commence by:			
Final Inspection and	1.	2.	Date:
Approval by:			

## CONTRACTOR ACCEPTANCE AGREEMENT

Owner Name:	Address and Unit #:
Standard Number and Name:	
Scope of Work:	

As Contractor for the above stated project, I certify that I have read all the applicable Architectural Control Committee (ACC) Standards and Maintenance Standards for the work I have been hired by the Unit owner to perform, I understand them, and I am able to comply with all items.

I understand that the ACC or their representative will inspect all work I have done when the owner notifies Management that they have been completed.

Further, I understand that should I fail to meet all requirements described within the Standards, I am required, **at my expense – not that of the owner who hired me**, to make necessary changes and corrections to bring the work into compliance.

I am providing my *Certificate of Worker's Compensation* or a letter declaring sole proprietorship, including a statement describing exemption due to "no employees" for the project file.

I am providing **two** *Certificates of Liability Insurance* and the *Additional Insured Blanket Endorsement* for the project file with each certificate naming one of the following:

Seabreeze Management
 26840 Aliso Viejo Parkway Suite #100
 Aliso Viejo, CA 92656

And

Huntington Landmark
 20880 Oakridge Lane
 Huntington Beach, CA 92646

**Contractor Printed Name and License #:** 

**Contractor Signature and Date:** 

**Owner Signature and Date:** 

## STANDARD CONTRACTOR REQUIREMENTS

- 1. All work is to be performed by a licensed and insured contractor per California law.
- 2. A copy of the pertinent ACC Standards, the ACC approval letter and the City of Huntington Beach permits must be kept available on the job site for the duration of the project.
- 3. All trash and material generated at the project site must be transported out of Huntington Landmark property by the contractor. Trash and material from the project cannot be placed in Association trash containers the owner is responsible for all costs to remove trash and material is found in Association trash containers.
- 4. The term "contractor" includes their employees, agents, subcontractors, suppliers, and any other person under their cognizance.
- 5. Work hours are designated Monday through Saturday, 7:30 am to 6:00 pm with the exception of emergencies.
- 6. No unnecessary noise, radios, or boom boxes be considerate of other residents.
- 7. Safety cones, yellow tape and any other type of precautionary items are to be in place by contractor at and around the project site when necessary.
- 8. Construction site must be left clean each day.
- 9. Construction items such as sand, cement, and dirt must not be placed on streets, walkways, or grass without protective underlying ground cover in place.
- 10. Parking restrictions, fire lanes, and speed restrictions must always be observed and respected.
- 11. Contractors are to park on the street not in Resident-only parking spaces adjacent to the garages.
- 12. Contact security at the Atlanta gate if you are unsure where to park.
- 13. No signs advertising the contractor may be posted at any time.
- 14. All contractor vehicles must be clearly identified with signage indicating to whom they belong. A dashboard permit must be obtained at the Atlanta gate security.
- 15. Owner must provide a copy of these requirements to their contractor.

Contractor Signature:	Date:					

### Sample Copy Page 1 of 4

CERTIFICATE	<b>OF LIABILITY</b>	INSURANCE
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DATE (MM/DD/YYYY) 01/01/2020

C B	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.								
IN th	IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).								
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INSU		INSL	JRER B :						
		INSU	JRER C :						
	ADDRESS PHONE		JRER D :						
	FHONE		JRER E :		······································				
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ſ	Seabreeze Management				ESCRIBED POLICIES BE CA				
	26840 Aliso Viejo Parkway Suite 100		THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.						
	Aliso Viejo, CA 92656		CONTRACTOR WI						
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AUTHORIZED REPRESENTATIVE

Rep. Signature

### Sample Copy Page 2 of 4

CERTIFICATE	<b>OF LIABILITY</b>	INSURANCE
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DATE (MM/DD/YYYY) 01/01/2020

C B R II tl	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the									
PRC	certificate holder in lieu of such endorsement(s). PRODUCER COMPANY NAME					CONTACT INSURER NAME: PHONE (A/C, No, Ext): XXX-XXX-XXXX (A/C, No): XXX-XXX-XXXX				
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	Huntington Landmark 20880 Oakridge Lane Huntington Beach, CA 926	646			THE	EXPIRATION	I DATE THE	ESCRIBED POLICIES BE CA REOF, NOTICE WILL BE Y PROVISIONS.		

AUTHORIZED REPRESENTATIVE

Rep. Signature

ACORD

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
  - **1.** Your acts or omissions; or
  - The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured.

However, the insurance afforded to such additional insured:

- 1. Only applies to the extent permitted by law; and
- **2.** Will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

A person's or organization's status as an additional insured under this endorsement ends when your operations for that additional insured are completed.

**B.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

- 1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
  - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  - **b.** Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of or the failure to render any professional architectural, engineering or surveying services.

- **2.** "Bodily injury" or "property damage" occurring after:
  - **a.** All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
  - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.
- C. With respect to the insurance afforded to these additional insureds, the following is added to Section III Limits Of Insurance:

The most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement you have entered into with the additional insured; or
- **2.** Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

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