



COMSTOCK HOA

"A Community that Cares"

Dear Resident,

This letter accompanies the architectural request form required prior to making any type of alteration to your/our property here at Comstock Garden Condominiums. Anything visible from the outside is subject to HOA control. All alterations must be approved by the Board of Directors **prior to beginning work.** The Homeowners Association CC & R's, Article X, Section 8 states:

"No building, fence, wall, pool, spa, obstruction, outside or exterior wiring, light fixtures, balcony, screen, patio, patio cover, tent, awning, carport, carport cover, trellis, improvement, or structure of any kind shall be commenced, installed, erected, painted, repainted, or maintained on the property, nor shall any alteration or improvement of any kind be made thereto until the same has been approved in writing by the Board or by an Architectural Control Committee appointed by the Board. Notwithstanding the foregoing, Owners may improve or alter any improvements within the interior boundaries of the Owner's unit provided such improvement or alteration does not impair the structural integrity of any Common Area, the utilities, or other systems servicing the Common Area or other condominiums and does not involve altering any Common Area (including bearing walls)."

The HOA has set standards for windows (see the window specifications on line), light fixtures, doors and other often requested alterations. If your request does not have a set standard, the Board will consider your application at the first available meeting following date of submittal. If you require a response in less than thirty days, please contact the management office to discuss your needs in this regard.

Certain alterations may require a Permit from the City of Concord. It is your responsibility to determine this requirement as part of the application process. Depending on the scope of work and the plans submitted, some alterations (such as installation of awnings, spas, etc.) may require licensed contractors. Other items, such as bicycle racks, shelves, etc. may not. The more complete your application, the better able the Board will be to make this determination. The Board has 30 days from the date of application in which to respond to your request.

It is important that we maintain appropriate yet flexible control over alterations. Please read the attached application carefully as it clearly delineates your responsibility regarding possible alterations, maintenance and liability. Complete and submit it to the Board for approval prior to initiating any alterations. The Board will do everything it can to work with you in this matter.

Sincerely,

Comstock Homeowners Association
Board of Directors

P.O. Box 23687 • Pleasant Hill, CA 94523 • Office 925-686-4235 • Fax 925-226-4989

office@comstockhoa.org • www.comstockhoa.org

COMSTOCK HOMEOWNERS ASSOCIATION



Please complete and return to:

P.O. Box 23687
Pleasant Hill, CA 94523
Phone: (925) 686-4235
Fax: (925) 226-4989

ALTERATION AGREEMENT

CAUTION: Work shall not be initiated until approval has been issued. Owner is responsible for sufficiency of plans and specifications, compliance with building codes, selection of contractor, and performance of work, and shall not rely on the Association or its management in any manner.

Name: _____ Date _____

Address: _____ Phone: Hm: _____

Wk: _____

Mailing Address if Absentee Owner: _____

PART I: ALTERATION

A. Type of modification or addition: _____

B. Specifications: (attach scale drawing, a photograph of modification, and materials list) _____

C. Reasons for or the affect of such modification/addition:

D. Contractor to perform work: _____

PART II: OBLIGATION OF OWNER - Unit Owner hereby agrees to:

1. To maintain, repair and restore any work hereby authorized and to reimburse the Association for any increase in taxes resulting from such work. Comstock Homeowners Association, in perpetuity, is not responsible for maintaining a weather-proof condition of any alteration or of the connection of any alteration to an existing structure.
2. To maintain and present proof of proper insurance coverage in the event of loss or damage by fire or other casualty to, or caused, by the alteration, if such is required.
3. To pay not only the entire cost of the work, but also, the amount of any damages for injury or loss of property of others (including the Association) and any damages for injury to, or death of any person or persons, arising by reason of the work.
4. To indemnify the Comstock Condominium Homeowners Association of Concord, its officers, agents, and contractors, against liability for any cost, damage, loss, injury or death mentioned in the preceding paragraph.

