



# 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



Please complete and return to:  
2010-A Harbison Drive, #415  
Vacaville, CA 95687  
Email to: denise@allcommunitymgmt.com

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.

5. To employ only contractors who fulfill all license and insurance requirements imposed on such contractors before commencing work, and to obtain all necessary building permits as required. The Contractor must identify all workers and/or subcontractors to be employed on the premises, prior to undertaking the project.
6. To coordinate work with the Association Manager, by agreeing upon scheduling, notification to adjacent Owners who might be disturbed by the work, and to determine if any security problems may need to be addressed during the period of improvement.
7. To complete the work in good and workmanlike manner within \_\_\_\_\_ days of approval of this request. Authorization expires three (3) months from date of approval. Requests for extension may be made and approved on a case by case basis.
8. To inform subsequent buyers of their responsibility related to the maintenance, upkeep, and liability related to the alteration.

I, the undersigned have read all of the provisions of the foregoing application and agree to be bound thereby, if permit is issued.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**PART III: NEIGHBOR AWARENESS**

The intent of this section is to ensure that neighbors who may be affected by this alteration are both informed of and have no objection to the proposed improvement and so indicate by their signature below. Some alterations may be subject to visibility restrictions (i.e., some alterations approved for a rear unit may not be approved for a front or street facing unit)/. The Board will evaluate this on a case-by-case basis and reserves the right to set such standards.

	Neighbor 1	Neighbor 2	Neighbor 3
Neighbors Address	_____	_____	_____
Legal Name	_____	_____	_____
HO's Signature	_____	_____	_____
Comments (Optional)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**PART IV: BOARD ACTION**

Reviewed by: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Conditions (if any apply): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of approval: \_\_\_\_\_ Date of expiration: \_\_\_\_\_

Signed: \_\_\_\_\_ for the Comstock HOA Board of Directors