

WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: wcaoffice@aol.com Website: www.watergatecommunityassociation.com

Unit Modification Requirements Quick Guide

No WCA approval required:

- 1) Painting, carpeting, wall papering, wood paneling or window coverings
- 2) Bathroom and/or kitchen flooring alterations
- 3) Baseboard and/or trim replacement/installation
- 4) Minor electrical upgrades without change to location or load such as replacement of GFI outlets, switches, light fixtures, etc.*
- 5) Replacement in-kind of kitchen cabinets and countertops (no change in size or weight)*
- 6) Replacement in-kind of bathroom vanity cabinets and countertops
- 7) Minor plumbing upgrades without change in location such as replacement of sink, faucets, angle-stops, toilets, showerheads, etc*
- 8) Removal/replacement of interior doors and shelves
- 9) Replacement of existing dishwasher* or other appliances

WCA approval required over the counter: (no application deadline or BOD meeting schedule)

- 1) Wood or wood-type flooring replacement or installations other than bathroom or kitchen
- 2) Ceramic tile flooring replacement or installations other than bathroom or kitchen
- 3) Windows and sliding glass door replacement
- 4) Asbestos removal
- 5) Deck tile or coating installations
- 6) Tub tile surround repairs
- 7) Satellite Dish installation

Board approval required: (see application schedule for deadlines and meeting dates)

- 1) Wall removal, wall creation, wall relocation, pass-through window installation
- 2) Alterations affecting the load bearing capacity of a wall (large, wall-mounted TV, larger than existing wall-mounted kitchen cabinets, heavy shelving)
- 3) Ceiling sheetrock removal or asbestos encapsulation
- 4) Tub tile surround replacement (cosmetic)
- 5) Tub replacement and/or removal (includes walk-in shower, Jacuzzi tub, etc)
- 6) Marble tile flooring installation
- 7) Major electrical renovation such as recessed lighting, relocation or addition of switches or outlets, & renovation/replacement of electrical panel
- 8) Low-voltage wiring installations such as telephone and television cable
- 9) Bathroom ceiling fan replacement
- 10) Stove hood-fan alterations
- 11) Wall/ceiling insulation
- 12) Removal/replacement of sheetrock
- 13) Installation of new dishwasher

Please consult the Unit Modification Application Guidelines and Procedures for complete information.

* *May* require City of Emeryville Building, Plumbing, Electrical, etc. Permit



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2012 Unit Modification Review Schedule*

Application Deadline	ACC Meeting Dates ^	BOD Meeting Dates
December 30, 2011	January 9	January 23
January 27	February 6	February 27
February 24	March 5	March 19
March 23	April 2	April 23
April 27	May 7	May 21
May 25	June 4	June 18
June 22	July 2	July 23
July 27	August 6	August 20
August 24	September 3	September 17
September 21	October 1	October 22
October 26	November 5	November 19
November 23	December 3	December 10

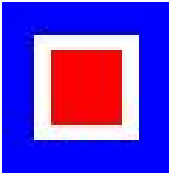
Complete applications are to be submitted to the WCA office Monday through Friday, 8:30 a.m. – 5:30 p.m.

In order to expedite your application, please plan to attend both the ACC and BOD meetings. WCA staff will not be responsible for delays caused by incomplete applications or unresolved committee issues.

BOD meetings take place at 7:00 p.m. at the Clipper Club as per the above schedule. Contact the WCA office at (510) 428-0118 to confirm times and locations for ACC meetings.

* This schedule is applicable for renovation items requiring Board approval only. See attached for items that require WCA office approval, and/or items that do not require any approval.

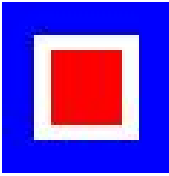
^ ACC meeting schedule subject to change depending on availability of committee members.



WATERGATE COMMUNITY ASSOCIATION

Application Procedures for Modification of Unit

1. Applications requiring Board approval must be submitted to the Watergate Community Association (WCA) office no later than *10 days prior* to the scheduled monthly meeting of the Architectural Control Committee (ACC) for the committee to review the application and make its recommendations to the Board. To verify schedule of ACC meetings, contact the WCA office.
2. Applications submitted for review must include written descriptions and specifications of all the proposed modifications. Please include before and after drawings and/or floor plans (available at the WCA office).
3. Applications are then submitted to the ACC for review.
4. The ACC then submits its recommendations to the WCA Board of Directors at the next Board meeting as to:
 - a) Whether or not the modifications are in compliance with the governing documents, rules and ACC guidelines.
 - b) A list of inspections and conditions of compliance, if applicable.
 - c) Their recommendations for approval or denial.
5. Upon Board approval, the original application and plans will be kept on file to record the extent of the permitted modifications. Also at this time, the WCA will issue to the applicant a formal letter communicating the results of the application. In most cases, the City will require an approval letter before City permits are issued.
6. If construction is subject to City permits and approvals, a copy of the permits must be filed with the WCA office before a WCA Construction Permit will be issued. This permit will then be posted on the exterior or the unit door during construction hours (see page 22 of the WCA Rules). Copies of any inspections and approval records must be filed with the WCA no later than 2 weeks after completion of construction.
7. All work must be performed by appropriately licensed personnel who are appropriately insured in the state of California. The contractor's license # (if applicable) shall appear on the Watergate Construction Permit.
8. Once issued, the Watergate Construction Permit will have an expiration date one year from the day that the application was approved. Any work performed after this date will be in violation of established Unit Modification guidelines and procedures.
9. The modification files will remain open in the WCA office until all appropriate documents are received and a final inspection by WCA personnel is scheduled and completed.
10. Penalties for non-compliance with WCA's governing documents, rules, and ACC guidelines adopted by the Board or for modifications without required City permits and inspections will be as follows:
 - a) The City will be notified, and their penalties will apply.
 - b) The WCA will charge the homeowner the associated costs for inspection(s) of the unit. If necessary, the homeowner will open appropriate walls to make the modification(s) accessible for inspection. Fees will be estimated on the time basis for this work, and the cost implication will be borne by the homeowner.



WATERGATE COMMUNITY ASSOCIATION

Application Procedures for Modification of Unit

WATEGATE COMMUNITY ASSOCIATION RULES

The following requirements established by WCA pertaining to the security and privacy or residents must be followed during all remodeling.

1. Homeowner/applicant is responsible for obtaining and reviewing a copy of the governing documents, rules and ACC guidelines adopted by the Board pertaining to modifications of units, and is responsible for informing their contractor or builder to abide by their contents. This is to be done prior to filing an application.
2. All construction is to take place during daylight hours only, and shall not begin before 8:00 a.m. and must finish before 5:00 p.m. No construction shall take place on weekends. Any deviation from the above requires prior approval from the WCA office. Weekend construction for minor modifications by homeowners between 10:00 a.m. and 6:00 p.m. is allowed and subject to general rules. The WCA Construction Permit shall be placed on the exterior of the hallway door while work is being performed.
3. All contractors, their agents, and employees will be responsible for the disposal of all waste materials that result from their work, including cleaning of the affected areas on a daily basis.
4. All adjacent units shall be notified of the construction date and duration of construction. This notification shall be distributed one week prior to the beginning of construction.
5. A waiver must be signed and recorded at the WCA office, attesting to the individual owner's responsibility for any damage resulting from work performed, and insuring that the WCA be held harmless and free of responsibility.
6. Alterations to the cable TV or Life Safety equipment shall be approved and/or arranged by the WCA using WCA approved contractors. All costs associated with said alterations or necessary repairs that are a result of such alterations shall be borne by the Homeowner.

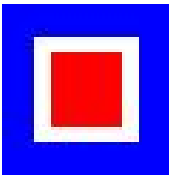
WATERGATE CONSTRUCTION GENERAL GUIDELINES

The Watergate Community buildings were built in the early 1970's in accordance with applicable codes. There has been major structural upgrading since that time in order to bring the buildings up to new standards and codes. In order to the standards and quality of our buildings for ease of maintenance, the following WCA guidelines must be followed:

STRUCTURAL

Any demolition or addition of walls in part or all requires a structural review of the existing structural drawings by a licensed structural engineer or architect, and/or City Building Department review. No work on any unit will be allowed without the required city permit(s).

Any penetration in the common area walls, ceiling and/or floors requires Board approval.



WATERGATE COMMUNITY ASSOCIATION

Application Procedures for Modification of Unit

MECHANICAL

Replacing a bathroom fan will require a permit from the City of Emeryville's Building Department, which requires written authorization from the WCA. New fans for bathrooms also require a hook-up to the vent passing through common area duct.

Fans that may work on a 15 Amp Circuit are:

Nutone Light and Fan, Model #668RP	\$54.00 (approx.)
Nutone Fan, Model #686	\$21.00 (approx)

Permits that may be required are: Electrical, Mechanical, and Structural.

Please communicate to the building Department what current fixture or type you have and obtain a brochure of the model you wish to install.

ELECTRICAL

Recessed lights in units require a City permit and must meet code requirements for fire separation between the units.

Appliances requiring power supply (e.g. microwave) should not use the lighting circuit. They must meet the code requirements as specified for the appliance. No modifications are allowed to the circuit breaker panels without a City permit.

PLUMBING

If a new mixing valve is installed, a large style orifice should be used. Install a plastic or similar pipe guard at stud walls and plates. Common area walls around the pipes and penetrations must be sealed, not only for fire separation but also to prevent rodent entry. Old dishwashers may have leakage problems and need maintenance to prevent leakage and consequent liability to the homeowner. **It is highly recommended that all applicable angle stops be replaced. WCA will not be held responsible for failure of these devices (requires 48 hr water shut-off request from WCA).

FLOOR AND CEILING INSULATION

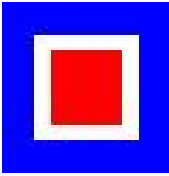
Flooring alterations other than carpet must be approved by the WCA. Such installations must be insulated regardless of Unit location to prevent sound carrying to adjoining units.

Insulation in ceilings and walls requires Board approval.

OTHER

Plexiglas, or like screening, must meet WCA standard specifications and must be approved by the city. No foil or reflective materials is permitted on windows or window coverings.

Removal of "popcorn" ceiling material is not permitted without a City permit. A licensed asbestos removal contractor under supervision from the BAAQMD is required to remove asbestos material that may be in the ceiling.



WATERGATE COMMUNITY ASSOCIATION

Application Procedures for Modification of Unit

City of Emeryville REQUIRED PERMITS

1. **Building:** any construction that exposes wall studs or framing (i.e. tub &/or surround replacement, sliding glass door replacement, replacement of sheetrock, etc.)
2. **Electrical:** rewiring, recessed light fixtures, additional or new appliances that deviate from existing positions, or increase in the weight or electrical power capacity and modifications to the unit's electrical panel.
3. **Plumbing:** repositioning of existing or new sinks, bathtubs, showers, toilets, or any plumbing work accessing the common areas. Washers and dryers are not allowed. (Note: Replacement of bathtub will, in most cases, require a building permit as the sheetrock behind the tile will almost always need to be replaced.) **It is strongly recommended that you replace any and all angle-stop valves during the course of any plumbing work (requires 48 hr water shut-off request from WCA).
4. **Structural:** demolition of walls and partitions, any fixed attachments to the wall, such as wall-hung cabinets, bookshelves, or appliances which increase the structural load on walls.

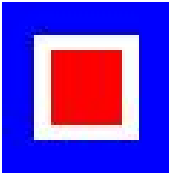
NOTE: The removal of a wall(s) will require a Structural Engineer's report to protect the structural integrity of the building. Marble tile installations may also require a Structural Engineer's report to protect the structural integrity of the building.

5. **Asbestos:** removal of popcorn ceiling exceeding 100 sq. ft. shall be performed by a licensed asbestos abatement contractor under supervision of the Bay Area Air Quality Management District (BAAQMD)
6. Drywall of Common walls.
7. Enclosing balcony (must meet WCA standard specifications).
8. Changes to balcony or decorative treatments other than guidelines requiring approval from the Board.
9. Surface treatment or sealing of balcony floor. The additional weight may require a structural load test report and will require proper slope and drainage.

NB: These are guidelines only. Please consult the City of Emeryville Building Dept. at (510) 596-4310 for specific information.

MODIFICATIONS NOT PERMITTED

1. Installations that exceed the design of the building are not allowed.
2. Washers and dryers are not permitted due to existing plumbing conditions as per City of Emeryville.
3. Additional skylights and fireplaces are not permitted.



WATERGATE COMMUNITY ASSOCIATION

Application Procedures for Modification of Unit

COSMETIC CHANGES REQUIRING WCA APPROVAL

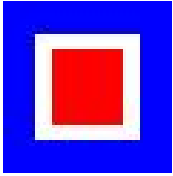
1. All ceramic tile, vinyl, and hardwood flooring must be insulated to prevent noise from carrying to neighboring units regardless of location. Installation of wood &/or ceramic tile flooring in other locations requires WCA office approval. Installation of any other flooring material requires Board approval.
2. Replacement of Windows as per WCA specs.
3. Removal of Asbestos acoustic ceiling texture as per WCA specs.
4. Replacement of bathroom tub and/or tile surround to the extent that it is a cosmetic renovation (vs. a repair to correct a water leak).

COSMETIC CHANGES (No WCA Approval Required)

1. Installation of wood and vinyl in the kitchen and/or bathroom only, as well as installation of, or changes to, carpeting and Wall surface treatments.
2. Installation of, or changes to, carpeting and Wall surface treatments.
3. Replacement of appliances with no deviation from existing position or increase in, with, or electrical power capacity.
4. Removal or replacement of closet doors, dividers and/or shelves.
5. Surface-mounted electrical appliances.
6. Light fixtures and minor electrical appliances.
7. Light fixtures and minor electrical alterations with no change from the original position (except recessed lights).
8. Interior window coverings (though these must comply with the governing documents).
9. Standard vanities, counter tops, sinks, and toilets with no change to the position of the units (i.e. replacement in kind). New codes must be adhered to where they apply.

NOTE: Any deviation from the above guidelines will require approval from the Board of Directors.

Although approval is not needed for the above items, it is recommended that owners notify the WCA office of their intent to in order to ensure that Security or the WCA office is able to answer any inquiries regarding “noise” or “construction work”.



WATERGATE COMMUNITY ASSOCIATION

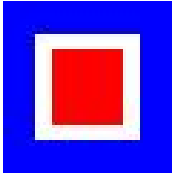
Application for Modification of Unit

Unit Modification Application Checklist

“Complete” applications contain the following items:

- ✓ 1 Completed Application cover page signed by the legal owner of the unit.
- ✓ \$75 application fee.
- ✓ Brief descriptive outline of work to be performed.
 - Flooring alteration requests shall specify which of the currently approved underlayments will be used (see “Approved Flooring Insulation Underlayments” list).
 - Window alteration requests require “before” and “after” diagrams if frame configuration will be different than existing (See Window Specifications).
 - Structural alteration requests require a Structural Engineer’s report outlining implications of proposed changes and mitigating steps to be taken (See Structural Engineer report specifications).
- ✓ “Before” Unit Floor plan (available at WCA office).
- ✓ “After” Unit Floor plan in the case of structural modifications, complete remodels or flooring requests.
- ✓ Signed Construction Debris Addendum.
- ✓ Signed Flooring Addendum if applicable.
- ✓ “Summary of Building Permits Required” page left blank.

Only “Complete” applications shall be approved and/or submitted to the ACC for review.



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

Items requiring Board approval must be submitted to the WCA office 10 days prior to the 1st Monday of the following month (see review schedule)

Legal Owner's Name: _____

Unit No. & Address: _____

Telephone (home): _____ (other): _____

Contractor: _____ CA. Lic # _____

Address: _____

Phone: _____

Unit Type: _____ WCA office review date: _____

ACC review date: _____ BOD review date: _____

The Watergate Community Association (WCA), its employees, and its agents will not assume liability for damages caused by or as a consequence of any modifications, whether or not it was caused by positive acts or omissions. As specified in the governing documents, the owners bear all responsibility and/or liability to persons, property, etc. This is not modified or altered by WCA inspections and/or approvals.

I have reviewed the governing documents, rules and Architectural Control Committee (ACC) guidelines and agree to abide by them.

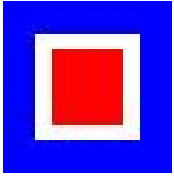
Signature of Owner: _____ Date: _____

~ WCA Office Use Only ~

1 Complete set of modification details included? Yes _____ No _____

Fees paid? \$ 75.00 Receipt #: _____

WCA office verification: _____ Date: _____



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

SCOPE OF WORK OUTLINE

I, _____, the legal owner of _____, request approval
Name Address
from the Watergate Board of Directors to complete the following modifications to my Unit:

- 1) _____

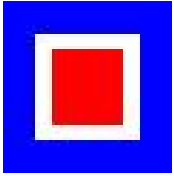
- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

UNIT MODIFICATION REQUIREMENTS

The Association recognizes your desire to improve the comfort and value of your home. The Board of Directors and fellow Homeowners encourage such modifications as these improvements benefit the community as a whole. Some types of modifications, however, are subject to Board, and/or WCA office approval, and as such, require applications to be filed with the WCA office.

The following items are excerpts from the Watergate Community Rules that pertain directly to Unit Modifications, hours of construction, and responsibilities for maintaining Common Area cleanliness:

Page 21, #13 of the WCA rulebook states: *“Structural alterations to units require approval from the Architectural Control Committee and the Board of Directors. Unit modifications may require similar approval. Application forms and instructions are available at the WCA office.”* If you have any doubts as to whether the work that you are doing in your unit requires Board Approval, please do not hesitate to contact the WCA office.

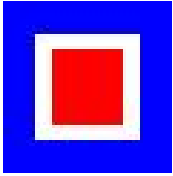
Page 21, #14 of the Community Association rulebook: *“All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA’s trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.”*

Page 22, #15 of the WCA Rulebook it states: *“Hours permitted for construction from 8:00 a.m. to 5 p.m. on Monday through Friday. Weekend work is allowed with prior approval from WCA.”*

Your signature below acknowledges that you have read and understood the rules pertaining to alterations within your separate interest Unit and will make every effort to adhere to them. Specific information as to what types of modifications require approval, as well as application schedules and guidelines are available at the WCA at your convenience during regular office hours (Monday through Friday, 8:30 a.m. – 5:30 p.m. excluding holidays).

Owner’s Name/Address/Signature

Date



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

CONSTRUCTION DEBRIS ADDENDUM

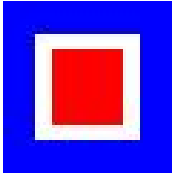
HOMEOWNER'S RESPONSIBILITY

Your signature signifies that as the legal owner of the unit listed below, you understand and agree to be responsible (financially or otherwise) to ensure that the Common Area (including but not limited to the hallways, elevators, lobbies and parking facilities) leading to and from your unit is kept free of resulting dirt and/or debris and that all related debris and refuse will be disposed of off-site. All costs incurred by the Association to remedy the observed defective condition will be the sole responsibility of the unit owner. Furthermore, the costs to return the Common Area to pre-construction condition shall be billed to the owner and paid within 15 days of said billing.

In this regards, page 21, #14 of the Community Association rulebook states: *“All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA’s trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.”*

Owner's Name/Address/Signature

Date



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

FLOORING ADDENDUM

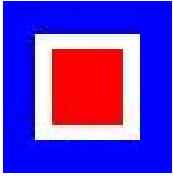
HOMEOWNER'S RESPONSIBILITY

The installation of flooring other than carpeting in a unit (excluding the bathroom and kitchen) requires the approval of the Architectural Control Committee and the WCA Board of Directors. Such Flooring will be installed with WCA approved insulation. Your signature below signifies that as the owner of the specified address, you understand and agree to be responsible to take immediate steps to eliminate the cause for complaints that arise from the transmission of noise that is related in any way to the installation of flooring other than carpeting.

In this regards, page 29, article 6.8 of the Watergate CC&Rs states: *Owners shall install and maintain at their sole expense rugs or carpeting on surfaces within their Units, or take other mitigating measures, where noise may disturb another resident.*

Owner's Name/Address/Signature

Date



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

SUMMARY OF BUILDING PERMITS REQUIRED

~ WCA OFFICE USE ONLY ~

BUILDING: *Yes / No:* _____

MECHANICAL: *Yes / No:* _____

ELECTRICAL: *Yes / No:* _____

PLUMBING: *Yes / No:* _____

STRUCTURAL: *Yes / No:* _____

ASBESTOS: *Yes / No:* _____

ACC RECOMMENDATION, BOARD ACTION & WCA FOLLOW-UP

WCA Considerations/Comments: _____ Date: _____

Architectural Control Committee Recommendations: _____ Date: _____

Board of Directors Remarks: _____ Date: _____

WCA Follow-up:

Outstanding Certificates: _____

Date of final inspection: _____ Date file closed: _____