

Coronado Shores Condominium Association No. 3
ARCHITECTURAL GUIDELINES

Updated: January 20, 2012

Introduction

By the Association's governing documents, your Board of Directors is charged with responsibility for the following:

1. The financial health of the Association, in accordance with California statutes governing condominium associations.
2. The architectural integrity of the physical assets.
3. The physical health of the building interior and its operating components (i.e. plumbing, electrical, etc.), all contributing to the comfort and pleasure of the owners.

To that end, and with over 35 years in the operation of the building, the following rules and regulations are placed in effect to regulate, standardize, and protect the value of each owner's property.

A. Definition

Alteration – "Alteration" is defined as a material change to the flooring, ceilings, walls, windows, or utilities of an individual condominium unit or to "restricted use" common area serving an individual condominium unit.

B. Application and Review Procedures

1. Carpet installation is exempted from the application and approval provisions, provided that it conforms to the provisions of the rules and regulations. Carpeting must include an approved pad.
2. All applications must be made in writing and be delivered to the office of the Association Manager. Application forms may be obtained from the Association Office.
3. The application shall be accompanied by a written plan which contains a narrative description of the alteration proposed, setting forth in detail (a) the nature of the work to be performed, (b) the time frame in which the work is to be performed, and (c) an architectural plan or drawing (in an approximate scale) 8 ½" x 11" in size showing the location and extent of the proposed alterations.
4. The Association shall have the obligation to approve or disapprove the proposal within 30 days after receipt of the complete application package. Failure of the Association to approve or disapprove the proposal within 30 days shall constitute its approval.
5. The Manager, in consultation with the Building Engineer and one Board Member, will review the application package. The manager and one board member are jointly authorized to approve applications which fully comply with the provisions and intent of these rules and regulations. The Board member, in reviewing each remodeling application, will exercise reasonable discretion in approving or disapproving a remodel request. The Board may consider the following factors in determining whether approval of the proposed remodel should be granted:
 - a. How the unit as remodeled will affect the use of the unit interior.
 - b. Any adverse impact upon other unit owners or residents resulting from the Unit as remodeled, or from construction associated with the proposed remodel.
 - c. Possible over utilization of Las Palmas Tower facilities that might result from remodeling; Increase in common area maintenance expense, and usage of common areas.
 - d. Whether the proposed remodel violates the applicable Association CC&R's, Bylaws, Rules and Regulations, City of Coronado municipal law, the Uniform Building Code, or any other applicable state or federal law regulation.

- e. The aesthetic impact, architectural or visual, on the Las Palmas Tower and adjoining properties as reasonably determined by the Board.
6. In cases of encroachment upon common area, such as balcony enclosures or in the case of tile being installed as floor covering, the Association's approval shall be subject to the owner being totally responsible to the Association for that area that is encroached upon. This means that if tile is placed on ledges and/or balconies or if balconies are enclosed and they are later damaged when spalling repairs are required, the unit owner will be totally responsible for any damage that occurs to the tile surfacing and also for any repairs where spalling repairs may cause damage to balcony enclosures.
7. Balcony tile that extends beyond the railing must be approved by the association and must be of a neutral color and installed on the existing sloped surface to maintain drainage.
8. Artificial turf, carpet (including indoor-outdoor), and vinyl tiles are prohibited balcony floor coverings as these holds moisture and can lead to spalls.
9. The decision made pursuant to paragraph 6 may be appealed to the full Board of Directors. The Request for Hearing must be made in writing by the applicant and delivered to the Association office within thirty (30) days after the date of the original denial. Within sixty (60) days after the receipt of a written Request for Hearing, the Board of Directors shall convene a meeting to hear the specific issues being appealed. The applicant shall be notified not less than fifteen (15) days prior to the hearing as to the date, time, and place of the hearing.

C. Owner Responsibilities

1. A \$3,000 common area use fee shall be paid by the unit owner for a full remodel to cover the wear and tear of the common area facilities such as hallways and elevators. There will be a refund of up to \$1,000 providing there is no damage to common area facilities. The amount of the common area use fee is subject to reduction for smaller remodels such as just a kitchen or bathroom, flooring, or some other situation of which the charge shall be set by the Association Manager.
2. A copy of the required building permits and fire marshal approvals shall be provided to the Association prior to the commencement of work.
3. The name, address, and telephone number of the general contractor and/or any other contractors involved in the job shall be provided to the Association Manager. The Contractor's license will be confirmed by the Association Manager. If the license is not valid, the Contractor will not be permitted to work in the building.
4. In order to avoid any misunderstandings, and as a safety precaution, there must be someone on the job or easily available by telephone who is able to communicate with building staff.
5. The unit owner is responsible for seeing that contractor(s), including any sub-contractors, comply with the provisions of the Contractor Guidelines, and for reimbursement to the Association if any damage results from the contractors' actions.
6. The owner shall permit Association staff to enter the unit, as needed, to inspect for compliance with these rules and regulations. Inspection cards must be posted in plain sight for the duration of the project.

7. The maximum time limit for completion of any alteration work is 180 calendar days from the date of issuance of the alteration approval. No heavy construction/renovation will be allowed from June 15th to Labor Day each summer.
8. If alteration will cause movement of smoke detectors, owner shall comply with applicable statutes regarding their placement and operation.
9. If alteration will cause disturbance to the acoustic ceiling material, owner shall comply with applicable statutes regarding worker notification, handling and disposal of asbestos-containing material.

D. General Restrictions

1. Additional kitchens, bathrooms, or other rooms, may not be added to a unit. Additional waste lines may not be added to an existing main waste line in a unit. No structural modification or alterations in a unit are allowed that result in the creation of bedrooms or sleeping spaces over and above the number of bedrooms that appear on the original condominium plan recorded in the Office of the County Recorder of San Diego County, California as Document number 6641 Lot 5.
2. Window-tinting material must be no darker than medium-grey color and must be approved in advance by the Building Engineer and Association Manager. Windows can be replaced with “in-kind” tint. Samples of acceptable shades of grey are available in the Association Office.
3. Windows and Window Coverings: Only blinds, drapes, shutters, or curtains shall be used as window coverings. That portion of the window covering that faces the outside of the building shall be white or off-white. Window screens are permitted. The screen materials must be gray fiberglass and the screen frames must be constructed of 1” clear anodized aluminum.
4. Channeling, coring, or cutting of concrete floors, ceilings, columns, or walls is not permitted.
5. Flooring must be approved in advance by the Board of Directors and Association Manager. Hard-surface flooring (including but not limited to tile, wood, stone and laminate) within the unit must be laid over an approved sound abatement system that complies with the current edition of the Uniform Building Code for sound proofing. Sound abatement systems may include cork or other materials as approved by the Board of Directors and Association Manager. Other floor coverings shall be carpet over approved pad or cushion-backed vinyl. PLEASE NOTE: An amendment to the flooring materials and impact sound insulation rules has been made. Please see the attached amendment labeled ‘Flooring Materials and Impact Sound Insulation’ for complete guideline.
6. A plumbing analysis of the building “stack” may be required to determine the feasibility of some plumbing renovations. Such analysis shall be done at the expense of the requesting homeowner. **Under no circumstances shall the existing stack plumbing be changed in such a way as to alter its straight vertical design.**
7. Toilets designed to operate with more than 3.5 gallons per flush shall be replaced as part of any extensive alteration project. “Power” or “Instant” flush toilets will not be permitted as they make unnecessary noise for adjoining units.
8. Jacuzzi and whirlpool-type tubs of more than 80 gallons capacity are not permitted.

9. Jacuzzis, bidets, washers and dryers, or other plumbing installations must be covered by owner's liability insurance policy. Responsibility for any defect, leakage, or overflow is assumed by the unit owner.
10. Bathtubs must be installed in foam.
11. Showers must be installed using the "hot mop" process.
12. No storage cabinet shall be constructed in the unit parking space without the written approval of the Association.
13. Full-height (floor to ceiling) windows will be permitted, subject to the last sentence of this rule and to the regulations of the City of Coronado. Such windows except those behind balcony railings must be fixed so they cannot be opened. It is understood that the City policy currently limits any full-height window to installations behind an existing balcony railing. While the Association may approve plans for full-height windows that are not behind an existing balcony railing, such approval will be conditional on the City granting a permit for such windows. The owner must submit as part of the application to the Association for approval of full-height windows a certification by an engineer or architect licensed in the State of California that the windows are safe against reasonable risks of breaking by internal or external action.
14. The application of paint using a sprayer is not permitted in a unit or within the building's interior.

E. Balcony Enclosures

1. **WARNING!** You may be incorporating into your living space an area with no proper roof! The floor of the open balcony above your unit has no roofing material and was not made to be water proof. The Association will not be responsible for water leaks through the ceiling of your enclosed balcony area.
2. In original property documentation, ownership and maintenance of balconies was that of the association. Homeowners who have expanded their rooms into balcony space must secure authorization from the Board of Directors and the City of Coronado building engineers. When authorization is granted, homeowners will thereafter be responsible for future repairs (including chipping, cracking or spall of the concrete) that might become necessary in the area that has been enclosed.
3. The condominium owner shall be responsible for costs associated with installing, maintaining and/or repairing the expansion including, but not limited to any and all chipping, cracking or spalling of Unit's concrete surfaces within the expanded area.
4. All new materials shall conform in appearance and alignment to the existing glass panels and aluminum frames of the building.
5. If the existing balcony window walls are not used to enclose the balcony, the horizontal dividers of any new window wall shall be centered so as to line up with the window horizontals in adjoining units.
6. The leveling of the balcony floor within the new living space shall be accomplished by use of fire-retardant treated wood or equivalent. The use of lightweight concrete in conjunction with any element of a balcony enclosure is expressly prohibited.

7. The exterior frame of the balcony enclosure shall not be closer than 30 inches to the edge of the ledge.
8. Alterations to the existing balcony railing shall not be permitted.
9. Vertical corner posts of the window walls shall be equidistant from the existing railing corner posts.
10. If a homeowner chooses to combine two (2) units, the exterior doors in the common area must remain intact.

F. Compliance

1. Failure by an owner to strictly comply with the provisions of these Rules and Regulations and/or the conditions of approval shall result in the revocation of the approval.
2. The owner may be required to remove, at his/her own expense, any alteration not in compliance with these Rules and Regulations, conditions of approval, or applicable governmental ordinances/statutes.
3. In the event that the Association challenges any unauthorized or non-conforming alteration, the Association shall be entitled to recover its costs and attorney's fees.
4. Any omission in these rules is inadvertent and the Board of Directors reserves the right to make additional rules and impose additional restrictions as may, from case to case, become necessary to carry out the responsibilities outlined in the "Introduction" section of these rules and regulations.
5. The remodel applicant agrees to indemnify and hold harmless and defend the CSCA #3, Association Board of Directors, and Association Manager for any liability caused by a discharge of any material or substance, including hazardous material, in violation of California or Federal law. The owner of a unit being remodeled shall hold harmless the Association, the Association Board of Directors and Association Manager and defend these same named parties against any personal or property damage liability claims brought by other unit owners or other parties arising out of the remodeling activity.
6. Building Management must be informed by the Contractor prior to all inspections by the City of Coronado. The Building Engineer will be in attendance at the time of the inspections.
7. Any alterations completed prior to the changes of these rules shall be grandfathered in by caveat, provided they were in compliance with the rules in place at the time of the renovation. However, new alterations, including replacements, may be required to be brought into compliance with the applicable current rules and regulations.