

Verona at Hacienda

REQUEST FOR ALTERATION

Please review the "Architectural Application Procedure" and "ARCHITECTURAL RULES AND STANDARDS" that came with this request. You may also review the information in the CC&Rs, Article IX section 9.4

Prior to the start of work, this form must be completed by the Homeowner, submitted to and approved by the Board of Directors. Please complete the form in full and attach all samples, drawings or photographs that will assist the Board in making a decision on this request. Mail this form to the Associations management office or give it to a current member of the Board of Directors. Your request will be discussed at the next regularly scheduled Board of Directors meeting. You are invited to attend the meeting.

NAME: _____ DATE: _____

ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

1. Alteration or addition for which approval is requested:

a. Is this request for an **internal only** modification or alteration? Yes No

If **No**, continue with **1. b.**

If **Yes**, will this modification or alteration affect the wall structure, involve plumbing relocation or electrical wiring change? Yes No

If **No**, sign and submit to the management company. No further information is needed.
If **Yes**, please continue with item 2.

b. Is this request for an external modification or alteration, even though it may be partially internal?
 Yes No

If **Yes** please describe the alteration or modification.

Window Doors Garage Door

Fence (If this is a neighbor shared fence, you need to get your neighbors approval as well as the Boards. If this is a Common Area shared fence, the only approval you need is the Boards)

Other (Please describe): _____

2. Brand, Style, and other description of project (Please attach drawing, photograph of area of alteration, product sample and other information needed to assist Board's review):

3. Reasons for, or the effect of, the requested alteration or addition:

4. I agree that all work shall be completed within _____ days of approval of this request.

5. I hereby state that as the legal owner of the property for which approval for the alteration is sought, I will be responsible and liable for acquiring the necessary building permits (if required). I also state that the alteration will comply with the ARCHITECTURAL RULES AND STANDARDS and all local Building Codes.

6. I accept the liability for any worker, myself or any contractor who may be involved with said alteration or addition to hold the Verona Homeowners Association harmless from any damages caused by the work.

7. I agree that no construction or alteration shall be started or made until this request is approved by the Board of Directors and/or the Architectural Control Committee of the Verona Homeowners Association.

Date: _____ Signature of Homeowner: _____

REQUEST FOR EXTERIOR ALTERATION: IS APPROVED () IS NOT APPROVED ()

DATE: _____
Verona at Hacienda Board of Directors

ARCHITECTURAL RULES AND STANDARDS

The Architectural Rules and Standards have been created by your Board of Directors as granted in the CC&Rs. Compliance with these rules is mandatory. Failure to do this may result in significant individual expense.

Architectural approval will always be conditional on the aesthetic appearance of changes contemplated by the homeowner as well as harmony with the surrounding properties and the neighborhood as a whole. It is best to assume that any change you wish to make which will be visible from the street or will extend above the height of the wall or fence will require approval.

Owners may alter or remodel the interiors of the Residence, if the alterations do not impair the structural integrity of the building and if the owner complies with all laws and ordinances regarding the alterations and remodeling.

When in doubt submit a request.

Please see Architectural Application Procedures and be aware that submission of a request to the Verona Board is separate from and in addition to obtaining building permission from the City of Pleasanton.

The purpose of the following guidelines is to protect the value, desirability and attractiveness of Verona.

STANDARDS OR GUIDELINES

- A. No exterior addition to an existing building is allowed. (examples: Patio Cover, Screen Doors, Awnings, Exterior Shade or any other large item attached to the building). As a general rule, such items do not enhance the aesthetic qualities of a community.
- B. Hanging anything on the stucco wall which requires penetration of the stucco is strongly discouraged. Damage to the building from water or insect penetration is the expense of the individual owner. Any extra cost incurred when the outside is re-painted is also assessed against the owner.
- C. All exterior (example: new front door, new door lock, new windows or sliding doors, garage doors, etc.) or interior modifications or changes to an existing building must have the approval of the Architectural Committee before any work commences. They must also be compatible with the design character of the original building.
- D. Any new detached structure shall be compatible with the parent structure and not be higher than the fence or wall and be totally within the owner's property. It cannot be attached to the fence or wall. (Example: small tool shed, greenhouse)
- E. The committee may not approve an application for chain link or other galvanized metal fence.
- F. No owner can plant or place anything in the Common area. Removal of plants or other items placed in the Common area will be at that owner's expense.
- G. Trees, hedges and shrubs may not be invasive to neighboring properties.

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- H. Trees and shrubs that are planted within the owner's property shall be maintained to a height no higher than that of the lowest gutter.
- I. The owner must take into consideration that the re-painting of the building may require the removal of the vines, shrubs or trees at the owner's expense.
- J. Any landscaping done totally within the owner's lot must maintain the drain patterns established by the developer without adversely impacting the building or common area landscaping. Drainage water must flow freely to and through the common area drain collection without affecting the adjacent properties, ponding near foundations or damaging common area.
- K. All lot owner landscaping must be maintained properly so as not to be unsightly to your neighbors.
- L. No items can be placed on the rail or corner posts of the second floor patio decks. This is an earthquake hazard issue.
- M. No television or any other exterior antennas will be approved, unless conforming to the Verona Satellite Dish Policy. Please see "Satellite Dish and Antenna Installation and Maintenance Policy".
- N. Exterior lighting may not be approved which is directed in such a manner as to create an annoyance to the neighbors.
- O. Approval of any project by the Committee does not waive the necessity of obtaining the required City or County permits.
- P. Obtaining a permit does not waive the need for approval by the Committee.
- Q. The Committee may not knowingly approve a project, which is in violation of local building codes and ordinances.
- R. Chase, Garages and Driveways:
No alterations or additions may be made to the Chase, Garage or Driveway until they have been approved by the Board and the owner of the lot (or in case of Common Area, approved by the Board) upon which the Chase, Garage or Driveway is located. The board can not approve the alteration of the Chase, Garage, if the lot owner does not consent. All cost for the alterations will be the responsibility of the owner requesting the alteration.
- S. The approval of any proposed work does not waive the committee's right to deny approval for a similar proposal subsequently submitted.