

UNIT ALTERATIONS, UPGRADES OR REMODELING

Architectural Review Committee

Under the direction of the Architectural Review Committee the Maintenance Manager will review and approve all applications prior to any work being done. An owner may be required to return the unit to its original condition if unapproved or unauthorized changes have been made. The owner is responsible for ensuring compliance by their tenants.

Certain Rules Are Already Part of the CC&Rs

1. Exterior alterations require submission of plans and specifications, including nature, color, and materials, with approval forthcoming only if not detrimental to the appearance of the surrounding areas.
2. Noting is permitted (e.g., air conditioner) to protrude thru the walls.
3. Window coverings must appear to be white or beige from the outside and do not need approval to change.
4. No bearing or structural interior wall shall be pierced or otherwise altered in any way without a structural engineering report.
5. Interior alterations that may diminish the effect of sound control will not be approved.

Interior Cosmetic Changes and Alterations

All alterations require an Architectural Application to be submitted. This is to ensure there is no illegal dumping (e.g. hazardous material such as paint) in Woodlake trash bins or grounds and any common areas. All garbage, including hazardous waste (paint, etc.) must be cleared and cleaned up properly.

Floor Coverings

Vinyl, linoleum, wood, laminate, and floor tile may be permitted for the kitchen and bathroom floors. In addition, the unit entry area of approximately 36" (door swing) and unit hallway up to the living room area, may have a hard floor covering.

Note

Installation of a hard floor covering may create excessive noise transmission problems for adjacent units, particularly units below. If excessive noise transmission creates a nuisance, the offending unit owner will be required to take remedial action such as covering the area with a pad or carpeting.

Plumbing

Emergency plumbing repairs (e.g., broken water line) do not need approval. If plumbing repairs require a shut-off of the main water valve for the building, the building, the Association requires the replacement of all non-functioning unit shut-off valves in your unit.

To avoid future inconvenience of other residents in the building. You do not need approval from the Architectural Committee to repair leaks or change faucet types, but you do need approval if you are removing the tub and installing a shower or changing the configuration of plumbing in your unit.

The Owner is responsible for maintenance and repair of drain lines from fixtures, which are part of Exclusive/Restricted Use Common Area, even though the drain line may be within the wall or under the floor. If an owner or his/her vendor damages the common area while doing any maintenance, repair, or replacement of the Owner's "Exclusive/Restrictive Use Common Area" even though the drain may be within the wall or under the floor. If an owner or his/her vendor damages the common area while doing any maintenance, repair, or

replacement of the Owner's "Exclusive/Restricted Use Common Area", the Owner shall additionally be responsible for the cost of repairs to the common area.

Electrical

The use of new types of appliances may increase the load on the installed electrical systems. If frequent circuit breaker trips occur, your electrical system may be overloaded and should be looked at by a licensed electrician. The circuit box in each unit has an electrical system rating of 100 amps. The 66 townhome-style units have a 70–90-amp rating. Today's standard for new homes is 100 to 150 amps or even more for larger homes. Any electrical work to reroute, upgrade or replace existing interior unit circuits requires submission of the following to the Association office.

1. Use of a licensed contractor with a copy of the Vendor's Certificate of Insurance
2. Description of project and materials
3. City of San Mateo building permit
4. City of San Mateo Inspection Report following completion of work.

Remodeling – Building Permits – Owner's Responsibility

It is each owner's responsibility to apply for the required building permit from the City of San Mateo for his/her project. A copy of the "signed off" permit must be provided to the Association office at the completion of the project.

Removal of Asbestos Materials

The "popcorn" ceilings in each unit, as well as the original sheet rock walls, contain asbestos. Removal of the "popcorn" ceiling or construction affecting the sheet rock walls, legally requires the use of licensed asbestos removal contractors, who will take precautions to limit hazardous exposure to asbestos.

Balcony Railing Enclosures

A lattice design covering has been approved for installation on balconies. The acceptable lattice work is ¼" Redwood Privacy Lattice (available at Home Depot) and may be installed neatly from railing height to deck level and painted "Woodlake Green" prior to installation. "Woodlake Green" may be purchased at Glidden in San Carlos (650-591-6656) (EP6 paint # satin SCOW-3081).

Balcony Deck Floor Materials

Weight and color of materials, as well as drainage, are primary considerations.

- Color – limited to green, gray, creams and browns to blend with building colors.
- Drainage – Installation of approved porcelain tile shall be and can be obtained in the Association office. The type of tile that is allowed is: Porcelain tile: rated by the Porcelain Enamel Institute as having a PEI class 4 or Class 5 rating (water absorption of less than 0.5%). Nor more than ½" thick. A sample tile proposed shall be submitted with the application.
- Epoxy covering (similar to that used during the restoration of balconies) may be considered for approval.
- **Indoor/outdoor carpet affixed to or lying on the balcony is prohibited.**

Window Coverings

Window coverings must appear to be white or beige from the outside and do not need approval to change.

SATELLITE DISHES

Multi-Unit Buildings

1. The satellite dish is entirely within the confines of the balcony or patio, mounted on a freestanding mast, with the dish, mounting hardware and cabling blending with the building.
2. The dish may not be attached to the balcony, ceilings, railings, or walls. Mounting must be done without penetrating any surface. Adhesive fasteners may be used. The dish must be secured so as not to jeopardize the soundness or safety of any structure or person, including damage from high winds. To prevent electrical and fire damage, the dish must be properly grounded.
3. The owner is responsible for maintenance of the dish and all components to avoid all disrepair or safety hazards. If the dish becomes detached, falls into disrepair, or becomes a safety hazard, the owner shall immediately remove or repair it. Failure to do so may result in fines as well as reimbursement of all Association expenses incurred to enforce these rules.
4. If the dish and related components are removed, the common areas must be repaired, waterproofed and returned to original or better condition.
5. Except in case of emergency, the Association will give the owner ten (10) days written notice to temporarily remove the dish, if necessary, for Association maintenance or repairs.
6. The owner must immediately repair any damage to the common area or other units caused by the installation or disrepair of the dish and its components. In addition to any other rights, the Association may repair the damage if the owner fails or refuses to do so, and recover all costs, including administrative and legal expenses, from the owner.

Two-Story Condo Units (a.k.a. "townhouse-style" unit)

In lieu of installation of a satellite dish on the patio in accordance with the above rules, the owner of a townhouse unit may install once satellite dish of 16 inches or less, at the location depicted on photos available at the Association office. The specified location is either (1) on the side of the clearstory window or (2) street side of the chimney. The following additional rules apply for installation at such locations:

1. Installation must be by a licensed satellite dish installation vendor.
2. Prior to installation, a copy of the vendor's Certificate of Insurance shall be submitted to the Association office.
3. Installation hours are limited to Monday-Friday, 8am-5pm.
4. Only the licensed installer will be permitted on the roof.
5. Roof access solely by ladder and in compliance with OSHA standards
6. Vendor solely liable for its installer's health and safety
7. Owner shall contact Association office for final inspection after installation is completed.
8. Any damage to the common area during or after installation shall be repaired by the Association and charged to the owner. This is required so that Association roofing and construction warranties will not be voided.

Note: If the satellite dish has NOT been installed and inspected, as required by these rules, the owner must remove the dish and have the common area restored by the Association upon request from the Association. All costs, including administrative and any legal expenses, shall be charged to the owner.