

**Chinquapin Homeowners
“Check List”
For Approval to Construct**

PRE-APPROVAL

- ⌚ Telephone the CHOA Board member representative on the Architectural Review Committee. Seek information regarding your proposed project as it may relate to past projects or requests.
- ⌚ Contact adjoining property owners and neighbors in sight of the proposed work and let them know of your intent.
- ⌚ Choose one of the following depending on the scope of your project:
 - A. ***Fast-Track***-A Fast Track project can be requested at any time. Fast-Track projects encompass exterior doors, windows, and skylights that will be placed in existing locations and openings, and with no exceptions meet the criteria and specifications as depicted and pictured on the website. If approved, in writing, proceed to the after approval process.
 - B. ***Conceptual Review***-Submit a written request/description of the project along with exterior photographs of affected areas of the unit and a conceptual sketch of the proposed work. The Architectural Review Committee will approve “**in concept**” or deny your project. If approved “in concept” proceed to step C.
 - C. ***Typical Review***-Submit a written request/description of the project along with 4 sets of complete plans to the board member representative on the Architectural Review Committee. If approved, in writing, proceed to the after approval process.
- ⌚ The homeowner will receive a copy of the recommendation by the Architectural Review Committee to the Board.
- ⌚ At the next scheduled board meeting, the project will be presented to the Board along with the recommendations of the Architectural Review Committee. The homeowner may address the Board on behalf of the project.

AFTER APPROVAL

- ⌚ When approved either by Fast-Track or by the Board, the homeowner will receive an approval in writing. The homeowner is required to:
 - ⌚ Obtain permits from all agencies requiring permits for construction at Chinquapin; Placer County, TRPA.
 - ⌚ Hire **only** a licensed contractor. The contractor must show evidence of liability insurance and workman’s compensation insurance covering all workman on site. Contractors working inside the unit or on “Fast Tract” projects must name the Unit Owner as additional insured. (A list of Chinquapin approved general contractors

can be obtained at WMC's office.) Contractors working on common area property such as decks must provide proof of insurance to work on common area property and name the CHOA as additionally insured.

- ⌚ Be responsible for all work done to current code requirements.
- ⌚ Place a copy of all required permits at the office of WMC before **any** work begins.
- ⌚ It is the homeowners responsibility to insure that the project is completed in a timely fashion and exactly as specified on the approved plans. For cases where the project falls within common area property such as deck work, the CHOA will provide an inspector to ensure the work is completed per specification. The cost of this inspector will be the responsibility of the Homeowner.
- ⌚ Copies of the final and signed inspections must be placed at the WMC office. The original permit and final inspection will be filed at WMC for your protection.