

Chinquapin Homeowners
“Check List”
For Approval to Construct

1. Telephone or email the CHOA Board member representative on the Architectural Review Committee or the CHOA General Manager. Seek information regarding your proposed project as it may relate to past projects or requests.
2. Contact adjoining property owners and neighbors in sight of the proposed work and let them know of your intent. Key will be discussions on elements of construction such as any potential increase in noise from relocation or installation of piping, relocation of bathrooms or washer and dryer units, and other alterations which could affect your neighbor.
3. 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. Examples of Fast Track projects are exterior doors, windows, and skylights, replacement of old cabinets, countertops or appliances in existing locations and openings, and with no exceptions that 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 — A Homeowner can call the General Manager to discuss the project, obtain guidance on what will be entailed, and various ways the renovation could be approached.
 - C. Formal Review — When ready with the information, submit the written request for the project, along with exterior photos and photos of the affected areas of the unit, a conceptual sketch of the proposed work, necessary contractor information and insurance, three sets of architectural plans, and detailed description of the project. The CHOA General Manager and/or ARC Committee Chair will discuss the proposal with the Owner including areas which might need to be addressed in more detail, give direction on questionable modifications, and discuss timeline issues.

It is important to note that the submittal to the ARC Committee is required a **minimum of 10 business days before the meeting**. Once the ARC Committee has reviewed the request (and where appropriate asked for more information or detail), the Committee will propose its decision to approve or deny the request to the CHOA Board. Note that the Homeowner may address the Board on behalf of the project. This final required approval is accomplished at the next scheduled CHOA Board Meeting, which is typically three weeks after the ARC Committee meeting. The timelines and process of the entire submittal can be viewed by clicking on the REMODEL ROADMAP.

AFTER APPROVAL

When approved either by Fast Track or by the Board, the Homeowner will receive approval in writing. The Homeowner is required to:

- Obtain permits from all agencies requiring permits for construction at Chinquapin: Placer County, TRPA. The specific agencies required will be detailed in the written approval.
- Hire **only** a California licensed contractor. The Contractor and its Subcontractors must show evidence of liability insurance, automobile

insurance, and workers' compensation insurance covering all workers on site. The liability insurance must name CHOA and its agents as additionally insured. The Contractor and Homeowner are responsible to ensure that:

- All work is done to current code requirements
 - Any damage done to the Common Area during the process is identified and corrected by the Contractor
 - A copy of all required permits is delivered to the office of WMC before any work begins
 - The Contractor contacts the CHOA General Manager to schedule a preconstruction meeting prior to beginning the project
 - The Contractor reviews the Construction Rules, Regulations, and Guidelines with employees and Subcontractors to ensure that all requirements are met
- It is the Homeowner's responsibility to ensure that the project is completed in a timely fashion and exactly as specified on the approved plans. For cases where a project falls within Common Area property, such as deck work, CHOA will provide an inspector to ensure that the work is completed per specification. The cost of this inspector will be the responsibility of the Homeowner.
 - The Homeowner shall contact CHOA upon completion of the project and schedule a final walkthrough with a CHOA representative. Copies of the final and signed inspections must be placed at the WMC office. The copy of the original permit, final plans and final inspection will be filed at WMC for your protection.

At the discretion of the CHOA Board and the ARC, it should be noted that any Rules and Guidelines will be updated periodically to meet current needs and accepted designs for Chinquapin.