

## CHOA ARCHITECTURAL REVIEW COMMITTEE (ARC) Homeowner Remodel/Project Review FAQ's

The CHOA Board of Directors and ARC have worked to make the review of your remodel plans as easy as possible for you while maintaining the needed project evaluation to protect the architectural integrity and harmony of design at Chinquapin for all homeowners. The following "Frequently Asked Questions, FAQ's" should be helpful in assisting you to navigate the ARC review process.

- *What is the ARC and how does the review process work?* Before commencing construction or installation of any Improvement within the Properties, the Owner planning such Improvement must submit a written request for approval to the Architectural Review Committee. The Owner's request shall include plans and specifications that comply with the requirements of Architectural Rules adopted by the ARC and approved by the Board. The more complete and detailed the plans the smoother the review will go. The ARC may hold hearings and otherwise review proposed improvement projects and make recommendations to the Board on the proposed improvement projects. The ARC's decision shall be deemed to be recommendations to the Board, which shall be placed on the agenda for confirmation, modification, or denial at the next regular or specially scheduled Board meeting. The Board shall maintain final authority to approve, deny, or require modifications to any proposed projects. Unless the Board's approval of the proposal is first obtained, no work on the Improvement shall be undertaken. (From CHOA CC&R's.) Upon approval of a project and notification of the Homeowner by CHOA, the reapproved work must be started on the unit within one year and completed within two years.
- *Why do I need to submit my remodel plans to the Chinquapin ARC?* The Chinquapin Homeowner Association governing documents require that all improvements to homeowner units at Chinquapin be submitted for review to the ARC.
- *What is considered an "Improvement"?* In general, the Association has architectural review and control authority over remodeling or construction work that can be seen or heard from outside an Owner's Lot. More specifically, the term "Improvement" as used herein includes, without limitation, the construction, installation, alteration, or remodeling of any buildings, walls, fences, landscaping, skylights, television satellite reception dishes, utility lines, elevators, or other structures of any kind. However, changes to the interior of a Residence shall not be considered an Improvement, as defined herein, unless they involve any structural alteration of a load-bearing wall or feature within a Residence, any portion of a Condominium Common Area, plumbing, electrical, gas or other utilities, or the penetration of an exterior wall or roof, including but not limited to venting of appliances or mechanical equipment through exterior walls, foundation, or roofs, whether or not an existing or new vent is utilized or installed. (From CHOA CC&R's.)
- *If I am replacing my furnace, water heater, stove, fireplace, or other appliance, do I need to submit a request to the ARC?* Any replacement project that includes the need for a building permit, new or modified venting to the appliance,

modification of exterior walls/windows/roofing will require submittal to the ARC. The ARC has established a fast review process for the replacement of appliances that need replacing due to the failing of the equipment.

- *When and where are ARC meetings held?* ARC meetings are generally scheduled approximately 3 weeks prior to the scheduled CHOA Board of Directors meetings and are held at Chinquapin. These meetings are posted on the CHOA website at [www.chinquapinhwa.com](http://www.chinquapinhwa.com). Homeowners are welcome to attend in person or by phone in conference.
- *Who do I contact with questions about the ARC process?* The CHOA ARC Chair, CHOA General Manager, or WMC Inc., the HOA maintenance contractor. Contact information is located on the website.
- *How far in advance of an ARC meeting should I submit my request, plans, and project description?* A minimum of 10 business days. The more time the better.
- *Can I submit my plans electronically?* Yes. You should also submit hard copies as well.
- *Do I need to notify my neighbors of my project plans?* Yes. They should be notified as a courtesy so they know when the work would be taking place, and also your plans may affect them directly. An example is the addition of a window that faces their unit.
- *How much detail do I need to include in my request/project description?* This really depends on the project. Where exterior walls, load-bearing walls are being altered; new vents are being installed for kitchen and bathroom fans, furnaces, and water heaters; new windows installed, the more detail the better. Consideration should go into the [planning as to how the neighbors will be affected by sight, sound, and vibration.
- *How long will it take to have my project approved by the ARC and CHOA Board?* This depends on the type of project and the timing of the project submittal relative to the scheduled ARC and CHOA Board meetings. Homeowners should be prepared to have a 30-60-day or more review.
- *Do some projects have a shorter review?* Yes. Depending on the nature of the project it may qualify for a Fast Track review. Examples of this are window and door replacements that use preapproved materials. See the CHOA CC&R's for other examples and specific guidelines.
- *What regulatory agencies do I need to get permits from for my project and how long will this take?* This depends on the nature of the project. For most projects a Placer County permit will be required. The timing could range from the same day to 30-60 days or more. Projects that impact the unit from the lake may require a Tahoe Regional Planning Agency, TRPA review. Again, depending on the nature of the project this could be same day or up to 5-6 months.
- *Can I submit proposals to alter/remodel exclusive Common Area [features?] such as decks and walkways?* Yes. Review will consider adopted standards and specifications by CHOA.
- *What are some examples of details that I should consider including in my submittal to the ARC/CHOA Board?* The more detail the better. Examples are:
  - Location details of new/altered gas, water, sewer, and electrical lines.

- Installations that include new roof penetrations.
- Installation of high-efficiency appliances that require new venting type and locations.
- Installation of satellite dish, cable, or phone service.
- New or replacement skylights.
- Installation of air-conditioner units.
- Relocation of toilets, washers/dryers, jetted tubs — use of sound-deadening materials may be needed.
- *Is there a cost for the ARC/CHOA Board review?* Generally there is not a cost. Should the Committee/Board decide that additional architectural or engineering review work is necessary, this cost may be passed along to the Homeowner.