

**Chinquapin Homeowner's Request
to the Architectural Review Committee**

Project Descriptive Title _____
Brief Description _____
Requester's Name _____
Homeowner's Name _____ Unit # _____
Permanent Residence Address: Street Address _____
City, State, ZIP _____
Residence Phone # _____ Fax _____
Chinquapin Phone # _____ Fax _____
Other Phone _____
Email Address _____
Date of Request _____ Proposed Date to Begin Project _____
Contractor Name and Contact Information _____ _____

The following items are required at least **10 working days** before the scheduled ARC meeting to allow for a full review: (Please check the boxes below)

- Attach 3 sets of plans prepared by an Architect or Designer. (Project dependent)
- Attach photographs, a sketch, and a **detailed written description** of the project.
- Attach a copy of your Contractor's compliant insurance policy with a copy of any exclusions to the General Manager and the Chair of the Architectural Review Committee. (Check with CHOA, this may be on file already)

- Attach an executed copy of the Hold Harmless Agreement.
- The Owner acknowledges and agrees that the Association's representative(s) must have periodic access to the remodel project in order to ensure that the project is being undertaken in a manner safe to the other units in the building, and in accordance with the plans, specifications, and procedures approved by the Association and the Contractor's and Subcontractor's Guidelines.

- The Association's representative will determine the appropriate stages of the project at which inspections will be made.
- The Owner will ensure that the Association's representative will be given full and complete cooperation from the Owner's Contractor at all times during the project.
- The Owner acknowledges and agrees that the Association's representative has the unilateral authority to "Red Tag," or stop all construction activity, if the representative determines that an unsafe condition exists, or if the work is not complying with the Association-approved plans, specifications, and procedures.

Send to: **CHOA/ARC Chair and WMC**
c/o WMC Inc.
Post Office Box 6955
Tahoe City, CA 96145
tahoewmc@ltol.com

I acknowledge and accept the conditions and requirements as outlined in this document.

Homeowner Signature _____ Date _____

Project Completed On: _____ **Inspected By:** _____ **Date** _____

HOLD HARMLESS AND INDEMNITY AGREEMENT

Chinquapin Homeowner Association, hereinafter referred to as "CHOA" and _____, hereinafter referred to as "Homeowner" who is owner of record of Unit # _____, "Property," hereby evidence their agreement that "CHOA" shall be absolved of any liability to "Homeowner" and "Homeowner" hereby waives all claims against "CHOA" its Directors, property owners, employees and agents and shall hold "CHOA" harmless from and defend "CHOA" from and against all costs, attorney's fees, expenses and liabilities, damage or losses to person or property, occupants and invitees or surrounding buildings incurred in connection with any such claim or action or proceeding brought thereon arising from any cause associated with "Homeowner's" construction (description of project) _____

_____.

In the case any action or proceeding is brought against "CHOA" by reason of any claim or liability within the limits of the foregoing indemnity, "Homeowner" shall defend such action or proceeding at "Homeowner's" sole expense by counsel reasonably satisfactory to "CHOA."

"CHOA" shall not be liable to "Homeowner" for any injury, harm or loss of life or limb or to "Homeowner" or "Homeowner's" family members, agents, guests or invitees, or for any injury associated with the foregoing indemnity.

PROPERTY OWNER CHINQUAPIN

By: _____

Title: _____

HOMEOWNER ASSOCIATION

By: _____

Title: _____