

SUNRISE TERRACE MOBILEHOME OWNERS ASSOCIATION (STMOA)

ARCHITECTURAL REQUIREMENTS

A Supplement to the STMOA Rules and Regulations



**Adopted by the STMOA Board of Directors 03/19/2020
and effective on 05/01/2020**

STMOA

Architectural Requirements

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1. BACKGROUND AND OVERVIEW

The Sunrise Terrace Mobilehome Owners Association (STMOA) governing documents include the Articles of Incorporation, Bylaws, and Rules and Regulations (R&R). Prior to this document, architectural requirements for Sunrise Terrace were interspersed throughout the R&R making it difficult for residents to find them. This document was pulled from our R&R and the State of CA Title 25 Codes, as they apply to the R&R, to provide more specific guidance with regard to architectural requirements, as well as to describe the review and approval process for home improvements and new homes. As delegated by the STMOA Board of Directors, the Architectural Review Committee (ARC) has primary responsibility for the administration and oversight of architectural design standards. Homeowners who desire to replace a home or make modifications to the exterior of their private home or lot will, in most cases, be required to submit an Architectural Request Form. The committee can approve, modify, or disapprove requests for such exterior alterations based on policies, procedures, and as well as these requirements established by the ARC and adopted by the STMOA Board of Directors. It is important that all homeowners be familiar with the State of CA Title 25 Codes and regulations as well as the STMOA Architectural Requirements and procedures described in this document.

Note that some architectural requirements are specific to Sunrise Terrace. These requirements may be more stringent, but may not be less stringent than those contained in the California Code of Regulations, Title 25 (CA Title 25). The ARC cannot foresee or predict every type of home modification. If a request is submitted to the ARC that is not specifically covered in this document, then the ARC will make a decision that is in the best interests of this community. A request, not covered by these requirements, does not mean such request will be approved or accepted.

2. PURPOSE

The purposes of this document are to:

1. Provide residents with requirements to be followed for new homes and home modifications
2. Assist residents to comply with these requirements and State of CA Title 25 Codes and Regulations
3. Protect Sunrise Terrace and promote the value of all personal and common properties in Sunrise Terrace
4. Reserve the natural setting and beauty of all properties
5. Establish and preserve a harmonious and aesthetically pleasing design for Sunrise Terrace.

3.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

- 3.1 The ARC is appointed by the STMOA Board of Directors to receive, review and process new home and home modification requests and to uphold STMOA Architectural Requirements for new homes and home improvements. The ARC consists of one STMOA Board member as Director-Liaison, one committee chair, and two or more STMOA members.
- 3.2 The ARC is charged with helping Sunrise Terrace residents through the various architecture-related processes and protecting the Corporation as those processes are implemented. The ARC will develop and maintain architectural requirements which will help residents and members of STMOA to make only authorized modifications to their homes and/or lots, and in general will help preserve the aesthetic appeal of the Sunrise Terrace.
- 3.3 The ARC shall strive to create and maintain requirements that are complete, accurate and as fair as possible to all residents.

3.4 ARC Committee Responsibilities

- 3.4.1 Meet regularly to review Architectural Requests.
- 3.4.2 Review and approve, modify, or deny written applications submitted by homeowners for home improvements or new homes.
- 3.4.3 Complete timely review of architectural requests.
- 3.4.4 Conduct timely inspections as necessary.
- 3.4.5 Maintain complete and accurate records of all actions taken.
- 3.4.6 Develop procedures for the exercise of its duties.
- 3.4.7 Develop and maintain STMOA Board approved architectural requirements.
- 3.4.8 Aid residents by being willing to evaluate projects prior to submitting requests.
- 3.4.9 Notify residents when architectural requests have been approved, approved with conditions, or denied.
- 3.4.10 Complete Sales Disclosures for the sale of any home in Sunrise Terrace.

4. ARCHITECTURAL APPROVAL

- 4.1 Architectural approval is required for additions, modifications, or replacement of homes. **Generally, if you do ANYTHING that can be seen from the outside of the home** (including but not limited to roofs, awnings, painting, retaining walls, concrete, windows, screens, trim, block, stone, storage sheds/buildings, stairs/steps/rails, ramps, lifts, air conditioners, pergolas, etc.), **you are REQUIRED to submit an Architectural Request Form.** See Section 8.1 for the few exceptions. The STMOA Board of Directors can

disallow additions or improvements performed without ARC approvals and require alterations of the unapproved changes in order to meet STMOA architectural requirements.

- 4.2 Written approval is obtained from the ARC through the Corporate Office and/or from the State of California, if required, and must be on record in the Corporate Office **before any materials or supplies are ordered or any work is started**. Verbal communication and/or implied approval from ARC members or an inspector from the CA Department of Housing and Community Development (HCD), prior to written approval of the Architectural Request Forms or HCD Building Permits (if required), should not be construed as approval to proceed with the project. **Always wait for written approval** before proceeding.
- 4.3 Failure to obtain ARC approval is a violation of the Architectural Requirements and could result in the receipt of a stop order or a removal order until approval has been obtained.

Disclaimer

Homeowners should be aware that the ARC review is limited to a determination of whether the proposed improvement complies with these Architectural Requirements and the Bylaws. ARC approval does not imply that any improvement is consistent with applicable safety, building or other state code requirements, or that the proposed improvement is suitable or appropriate for its intended use. It is the homeowner's responsibility to determine if the proposed improvement complies with applicable State of CA codes and regulations and to determine if a CA State building permit is required.

5. STATE PERMITS

- 5.1 Residents are responsible to obtain the required Construction (HCD 50) or Alteration/Addition (HCD 415) permits. Permits required by the State of CA, HCD must be secured before materials or supplies are ordered or modifications begin. Any new construction, additions and/or changes must conform to the current issue of State Code, as applicable. If a contractor is used, the need for permits should be discussed and required permits issued prior to ordering any materials or supplies or the start of work.
- 5.2 In accordance with California Code of Regulations, Title 25, Housing and Community Development (HCD), Division 1, Chapter 2, Article 1, Section 1018, under Permits Required "No person shall erect, construct, reconstruct, install, replace, relocate or alter any building, structure, accessory building or structure, or building component; any electrical, mechanical, or plumbing equipment; any fuel gas equipment and installation, or fire protection equipment, without first obtaining a written construction permit from the enforcement agency".
- 5.3 Refer to Attachment 13.9 for MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES to determine if a HCD building permit may be required. (The latest issue of these guidelines should be referenced as this attachment may not be

current.) Permit Questions may be directed to the HCD Southern Area Field Operations Department at (951) 782-4420. Copies of permit forms are available at the Corporate Office.

6. ARCHITECTURAL REVIEW PROCESS

- 6.1 Review the project requirements and pick-up the required forms for Home Improvement or Home Replacement at the Corporate Office.
- 6.2 Complete required forms, including any required information or documentation, sign the applicable forms, obtain required contractor signatures, and return the completed forms to the Corporate Office. ALWAYS include an email address. Contractors may assist with or fill out the forms with resident's approval. Examples of Architectural request packages are available at the Corporate Office.
- 6.3 The ARC will review the request, contacting the applicant if questions arise or additional information is required. Disposition of the request will be communicated to the resident as either 1) Approved, 2) Approved with Conditions, or 3) Denied. Requests evaluated as Approved with Conditions or Denied will contain the reason for the decision.
Note: Architectural Requests that have been denied by the ARC may be appealed by requesting review of the decision by the STMOA Board of Directors.
- 6.4 When the home improvement or home replacement project has been completed, contact the corporate office and the ARC will be contacted to perform a completion inspection. Any non-compliance issues will be communicated to the resident and will need to be corrected prior to the final completion inspection and sign-off.

7. HOMES – GENERAL REQUIREMENTS

- 7.1 **Carport** – An accessory structure for vehicle parking, used for shade or weather protection partially supported by the unit. Most units have carports adjacent to the long side of the home. In this case, privacy screening may be attached to the awning support legs along the driveway. If the back of the carport is open or it is not obstructed with a shed/building, then the side of the carport may be covered up to 100% with lattice or up to 66% using a solid, approved material. If the back of the carport is covered more than 50% or if a shed/building partially obstructs the rear by more than 50%, then the side of the carport may be covered up to 66% using lattice or up to 33% using solid, approved material. Additionally, if the back of the carport is completely enclosed, then the back door or back wall is required to be vented.

If solid material is used for privacy screening along the side, it must not obstruct views of traffic.

- 7.2 **Driveways** - Corporate installed driveways from street front lot line to 40 feet back and 12 foot width from the home are corporate owned, regardless if the owner has completely

replaced the driveway at their cost. Maintenance and repair of this area is the responsibility of the corporation. Following maintenance and repair, driveways will be returned to their ORIGINAL condition. Residents are responsible for replacement of any cosmetic changes to the driveway (i.e. stamping, painting/color, etc.). Sales contracts of homes with resident installed driveways or driveway modifications will be so noted. This paragraph replicates Section 6.A.5 in the STMOA Rules and Regulations.

- 7.3 Excavation** – Call the Corporate Office prior to any excavation of 12” or greater in depth. Sunrise Terrace maintenance personnel will do their best to identify underground utilities. However, any digging from the utility pedestal to the back of the lot, must be accomplished using hand tools. It is important to string a line from the utility pedestal outward to each side of the lot. The entire area from the string to the back of the lot must be excavated using hand tools. No backhoe or other equipment is allowed in the area from the string to the rear of the lot.

This requirement applies to, but is not limited to, projects such as footings, retaining walls, fences, French, or other drains, plantings, sump pumps, new underground utilities, etc.

Note: Natural gas lines cannot typically be found. Caution must be exercised when excavating around and behind the home.

- 7.4 Height Of Home** - Maximum height of the home shall not exceed 17’ 4” at the highest point of the home measured from the ground at the utility pedestal. This height limit includes other structures such as cupolas, weather vanes, and other accessories or structures. Exceptions to this guideline may be fireplace chimneys which are typically required to be extended above the peak of the roof and satellite dishes if location above the peak is necessary in accordance with Section 8.2.16.

Roof top patios and/or observation decks are not allowed. Exterior stairways to roofs are not allowed. Multiple story homes, even when the maximum height is less than 17’ 4” are not allowed.

- 7.5 Lot Coverage** - The occupied area of a lot, consisting of the unit, and all accessory buildings and structures including, but not limited to, awnings, stairways, ramps, lath structures, greenhouses, storage buildings, and storage cabinets (sheds), hot tubs and spas shall not exceed seventy-five (75) percent of the lot area. A paved or raised area not to exceed eight (8) inches in height above grade and the area of accessory buildings or structures located under another accessory structure, such as a storage cabinet or porch under an awning or carport, are not included in the measurement of the occupied area. The occupied area shall be determined as if viewed from overhead looking directly down on the lot. **Lot coverage calculation worksheets are available at the corporate office.**

- 7.6 Mailboxes** – Mail boxes are the responsibility of the resident and must be kept in good repair and condition and have clear access for the post office. Mail boxes are generally set on single or dual posts and may be incorporated onto lamp posts. This configuration should be maintained to allow more efficient and timely delivery of the mail. Personal

(other than corporate-installed) mail boxes shall not be placed in front of a resident's home in lieu of this standard configuration.

Note – Lamps, lamp posts, brackets, tubes and mailbox posts are maintained by corporate maintenance.

7.7 Rain gutters, downspouts and drains – All homes must be equipped with rain gutters to collect the runoff from roofs and awnings. Gutters must drain such that the runoff does not go under the home or onto a neighboring lot; rather, it should drain to the street or onto another common area if one is adjacent to the lot. Downspouts and drain lines must be a minimum of 1-1/2 inches in diameter. Rain chains are permitted as downspouts but they must meet the above criteria for drainage. It is acceptable to collect all or some runoff for personal irrigation use; however, collection containers shall be aesthetically pleasing, shall not be permitted to overflow under the home or onto a neighboring lot, and the accumulated runoff shall not be allowed to stand and become a nuisance.

7.9 Utility Electrical Transformers – Electrical transformers located on resident's lot shall have a minimum clear and unobstructed working space of 3 feet on the low voltage side and 4 feet on the high voltage side of the transformer.

7.10 Utility Lot Connections - All lot utility connections must comply with State Code. Residents must not interfere with, or connect to, any common area utility outlets.

- Utility meters must have clear unobstructed access and be easy to read.
- A clear working space not less than thirty (30) inches wide and thirty (30) inches deep in front of and centered on the service equipment (electrical pedestal) must be maintained.
- Utilities are allowed to be screened however cannot be entirely enclosed (gas meters and piping must be well ventilated). Screens must be movable.
- Mechanical barriers will be installed by corporate maintenance if the gas meter has been determined to be at risk from vehicle movement in the driveway.
- Approved lot service equipment supplied by underground feeders may be of the self-supporting type and shall be stabilized by concrete not less than three and one-half (3 1/2) inches thick and surrounding the equipment base by not less than six (6) inches beyond the equipment base in all directions (Title 25 Section 1182.a).
- PVC, Foam, or other protective sleeves SHALL surround the gas, water, sewer, telephone, and cable TV/Internet cables, prior to pouring the required 3-1/2" thick concrete stabilization base.

7.11 Setbacks – All homes, accessory buildings and structures must maintain proper setbacks from adjacent roadways, homes, buildings, structures and property lines.

- New and replacement home setbacks are specified in Section 9.2.2.
- Storage building setbacks are specified in Section 8.2.18.
- Storage Cabinet (Shed) and Storage Building setbacks are specified in Section 8.2.18.
- Fence setbacks are specified in Section 8.2.4.
- Awning (carport/porch/window/door/retractable) setbacks are specified in Section 8.2.7.

7.12 Street Side Elevations – The street side of the home shall have windows **and/or** other architectural features to ensure the front (street side) of the home has curb appeal (aesthetically pleasing) and does not appear as a “blank” or “solid wall”. This situation may arise when the owner has the living side of the home viewing the golf course or

other wooded or common areas. Facades that hide the natural roof pitches are not allowed (i.e. facades that give a flat roof (territorial) appearance from the front or street side of the home).

- 7.13 Corporate Water Valve Covers** – Corporate Water Valve Covers, typically painted blue with a white number on top, and located on a residential lot must be kept clear of landscaping materials and remain unobstructed at all times. Do **not** attempt to conceal these covers. They must be readily available during water emergencies, when underground lines need to be isolated.
- 7.14 Material Deliveries** – Material deliveries shall occur during normal corporate business hours **ONLY** or on Saturdays between 8am-6pm. No Sunday deliveries of construction materials.

8. HOME IMPROVEMENTS

8.1 ARC approval “is not required” for the following typical home improvements. However, required State construction/alteration permits must be secured as noted in Section 5 prior to start of work.

- 8.1.1 Electrical Circuits (exterior)** – Additional outdoor electrical circuits. Extension cords powering permanently installed equipment or electrical lighting are not allowed.
- 8.1.2 Heating Unit (furnace) Replacement**
- 8.1.3 Installation/Replacement of landscape** (ref. section 7.3 for excavation requirements)
- 8.1.4 Interior home improvements.** Required State construction/alteration permits must be secured as noted in Section 5 prior to start of work.
- 8.1.5 Lighting (exterior)** – Exterior front and back porch light fixtures should be architecturally compatible with the home. Flood lights and/or motion sensor lighting should be adjusted to illuminate only your lot and not your neighbors or the street. Motion sensor lighting should be adjusted so they do not turn on when cars or people are moving down the street.
- 8.1.6 Screen Doors**
- 8.1.7 Sink (outdoor)** – Outdoor sinks should be located on the carport side of the house near the utility standard. Sinks must drain into a trap and into the home sewage system.
- 8.1.8 Water Softener** – Water softeners should be located on the carport side of the home near the utility standard. Softeners must drain into a trap and into the home sewage system, except cartridge systems that do not have a drain.
- 8.1.9 Water Heater Replacement**

8.1.10. Window Tinting – also refer to Section 8.2.22

8.2 ARC approval “is required” for the following typical home improvements.

Architectural Approval Forms, attachments 13.1, 13.4 thru 13.7 as required, must be submitted and approved by the ARC prior to starting work. Forms are available at the corporate office.

- Architectural Request Form
- Site Plan for location of improvement
- Drawings/Renderings of the proposed improvement
- Paint Request Form
- Disclaimer/Indemnification Form
- Contractor/Handyman Form
- Required State Permits

8.2.1 Air Conditioner - No roof or window air conditioners are allowed. Ductless, and Portable Air Conditioners are allowed subject to approval by the ARC. Central and Ductless outside condensers should preferably be located at the rear of the home, or carport side of the home as near as possible to the electrical service and/or heater, and be screened to reduce noise levels. The outside condenser shall have a maximum rating of 30A (amp) load and a maximum noise level of 53dB or lower. Air Conditioner specification sheets, documenting maximum electrical loads and sound levels, shall be submitted to and approved by the ARC prior to ordering a unit or starting work.

8.2.2 Arbor (pergola) – Arbors or pergolas must be approved for size, materials, location, and color. Refer to Section 7.3 for excavation requirements.

8.2.3 Awning (carport/porch/window/door/retractable) – An accessory structure used for weather protection partially supported by the unit. Awnings must be approved for style, location, size and color. Combustible material used for awning enclosures shall not be installed within three (3) feet of the lot line. A window awning shall not project more than forty-two (42) inches from the exterior wall of the unit. Window and door awnings shall not extend more than six (6) inches horizontally beyond either side of a window or door and the minimum clear height of any awning shall not be less than six (6) feet two (2) inches.

8.2.4 Fences – A freestanding vertical structure erected to enclose an area or act as a barrier. Wood, Vinyl, Hardiboard, and Metal post and cable are acceptable fence materials but must first be approved by the ARC. Construction must be approved by the ARC for height, material compatibility, and color. Chain link and corrugated fiberglass panels are not allowed as fencing materials. Lattice fences are no longer approved as of November 2019 (except lattice decorative features that are usually 12” high and placed above a 5’ wood or vinyl fence).

- Maximum fence height shall be six (6) feet measured from the ground level at the utility pedestal, and must not extend beyond the mid-point of the home as measured from the rear of the unit.
- Fences must be setback a minimum of (3) feet from the home.

- Fencing materials should, when possible, be placed in the center of the frame for aesthetic reasons. Good neighbor fences are encouraged however if the fencing is placed on one side of the frame only, the boards or lattice must be placed on the outside or neighbors side of the fence.
- On sloped lots, fences may be three (3) feet high on the highest part of the lot and taper down to the legal six (6) feet at the lot level for the home. This requirement may be modified by the committee on a case by case basis.
- No fence shall be placed on easements.
- For excavation requirements, refer to Section 7.3.

8.2.5 Green House – An accessory structure constructed mainly of translucent or transparent material used for cultivation of plants. Green houses must be approved for size, location and materials and are scrutinized by the ARC to ensure such structure will maintain its appearance over time and not look derelict or dilapidated (also refer to Section 2 of these Architectural Requirements).

8.2.6 Home Additions – Home additions including but not limited to room additions, sunrooms, and awning enclosures must be approved. Required permits must be obtained in accordance with Section 5 of these requirements.

8.2.7 Hot Tub/Spa – Hot Tubs and Spas are permitted subject to approval for location. Tubs/Spas require a rigid and lockable cover which is to be in place when not in use.

8.2.8 Lath Structure – An accessory structure of open design, having no solid roof or walls. Lath structures must be approved for size, location and materials.

8.2.9 Porch-lift (Wheelchair) – Lifts must be installed in accordance with applicable state code.

8.2.10 Painting – A Paint Request Form with Color Chips attached must be submitted to the ARC for approval prior to start of work. This requirement includes re-painting with existing colors. **No outdoor spray painting is allowed.**

- Check the Paint Choice Binder in the Corporate Office for suggested choices of body, trim and accent colors. If your choice of color or colors is not posted, please submit a sample for approval. No more than 3 different colors are to be used. The door(s) is/are the only exception that can be painted using a fourth color.
- Awning posts shall be white unless approved by the ARC. The awning post color is NOT included in the maximum 3 colors allowed.
- After approval, if you decide on different colors, update your paint request and resubmit to the ARC.

Helpful Tips

- Compare your choice of color with other units in Sunrise Terrace of similar colors.
- Use of primary colors is not recommended.
- It is best to avoid Flat and High Gloss paints.

8.2.11 Porch (Deck) – A freestanding outside platform having a floor or deck surface elevated more than 8 inches off the ground. Porches must be constructed in accordance with applicable state building code. State code requires that landings

with a height of 30 inches or more have handrails installed. However, since Sunrise Terrace is a 55+ community, its handrail requirement is stricter than the state building code, requiring that railings be installed for any landing, porch, deck that exceeds eight (8") inches in height.

- 8.2.12 Privacy Screening** - Installation of lattice, plastic, hardiboard, or fiberglass on the exterior of the home, carport or on the premises must be approved for aesthetics, location, and color of materials. Screening installed on Carport support posts should be installed on the outside of the structure whenever possible. Panels shall be clear or tinted gray as approved by the ARC. White and other plastic or vinyl opaque panels are not allowed. Metal panels are not allowed for screening unless coated to prevent rusting or discoloration. Refer to Section 7.1 for carport coverage restrictions. Panels installed on offset posts that extend to the lot line REQUIRE rain gutters to prevent runoff onto a neighboring lot.
- 8.2.13 Ramp & Lifts (Wheelchair)** – A ramp is an accessory structure providing a sloping path, intended for access to the home. Wheelchair ramps must be constructed and installed in accordance with applicable state code requirements. Some homes may not have enough length to accommodate a ramp conforming to state code pitch requirements. A lift is a platform usually attached to the side of the carport steps, allowing a person in a wheelchair or walker to be elevated up to finish floor elevation. It has a much smaller footprint compared to a ramp and is an alternative when there is not enough room for a ramp. Refer to Section 8.2.9.
- 8.2.14 Retaining Wall** – A wall designed to resist the lateral displacement of soil or other materials. Sunrise Terrace does not own nor maintain retaining walls on resident's lots. Retaining walls on resident's lots are the sole responsibility of the resident (the Sunrise Terrace perimeter fence is not within the resident's lot). Retaining walls, terrace walls, planters, etc., must be approved for location, size and materials. Retaining walls that can be seen from the front of the home must be block or concrete. Wood retaining walls may be used in the rear of the lot as long as the wall cannot be seen from the front of the home. **Corporate perimeter chain link fences shall not be used as support for a retaining wall.** Note: Retaining walls over 4 feet high as measured from the bottom of the footing to the top of the wall, or retaining walls that may impact the stability of roadways, sidewalks, or the foundations of homes or (accessory) structures require HCD Building Permits and it is the responsibility of the homeowner to check this requirement with HCD. Retaining walls that are lower than an adjacent roadway and built within 5 (five) feet of such roadway must also be engineered by a licensed engineering company and pre-approved with HCD. This is to ensure that construction of a retaining wall will not impact the structural integrity of an adjacent roadway.
- 8.2.15 Roof Replacement** – Composition shingle or asphalt shingle roofs are the ONLY approved roofs for new homes or replacement of existing roofs. Steel (not aluminum) roofs will be considered provided they are not reflective. Roofing must be approved for color. A few exceptions may be granted by the ARC due to roof pitch constraints or load issues or for units built prior to 1977, but these will be rare.

8.2.16 Satellite Dish - Satellite dishes over one meter in diameter (39.37”) are prohibited. UHF and VHF television antennas, broadband antennas, and satellite dishes less than one meter in diameter are permitted as long as they are installed within the resident’s exclusive use area (lot). The ARC has established the following placement preferences.

- On the ground at rear yard of the home.
- If ground placement results in unacceptable quality reception or additional cost, the lower portion of the home’s eave or fascia is the preferred placement location.
- Placement above the roof peak should be considered only as a last option.
- The ARC is available to assist residents in evaluating placement options if the placement preferences noted above result in unacceptable quality reception or additional cost.

8.2.17 Shutters (window) – Window shutters must be approved for size and color. Color must be compatible with the exterior home colors.

8.2.18 Accessory Buildings and Structures – The following general conditions and setbacks shall apply to all accessory buildings and structures:

- May have a Shed and/or a Storage Building (if lot coverage allows). See definitions of a Shed and Storage Building below.
- Shall be painted a color that matches or compliments house colors.
- Shall not exceed (10) feet in height.
- Shall be designed and used solely for the personal equipment and possessions of the unit's occupant(s).
- Shall not cause lot coverage to exceed the 75% rule as defined in Section 7.5, Lot Coverage.
- Must have a minimum setback of 30 inches from the utilities.
- ***Non-Combustible structures (Sunrise Terrace has a stricter definition of non-combustible compared to state building code):***
 1. May be positioned up to the lot line provided a minimum three (3) foot clearance is maintained from any other unit, accessory building, structure, or building component on adjacent lots.
 2. Defined as having:
 - A wood, metal, or concrete floor
 - Metal wall studs
 - Metal roof (not aluminum)
 - Hardy-board or other approved fire resistant material used as the exterior wall surface.
- ***Combustible structures:***
 - Must have a minimum setback of three (3) feet from all lot lines and a minimum six (6) feet from any structure on adjacent lots constructed of combustible materials.
 - May be installed up to a lot line bordering a roadway or common area provided there is no combustible structure in the common area within 6 feet and no structure of any kind within 3 feet of any portion of the structure.

Storage Cabinet (Shed) –A permit from HCD is not required to build a storage cabinet; however, Architectural Review and approval is required. The following conditions also apply:

- No more than two (2) sheds are allowed on a lot, and the combined square footage of the sheds shall not exceed 120 square feet.
- Sheds may be placed under an awning; however, they may not share a roof with a carport awning,
- Sheds must have their own floor and walls
- Sheds cannot be bolted to or otherwise anchored to the ground.
- Sheds require ARC approval but may not require a permit unless electrical or other utilities are installed.

Storage Building – A storage building may exceed one hundred twenty (120) square feet of gross floor area; very few lots in Sunrise Terrace will accommodate a Storage Building without exceeding the 75% maximum lot coverage as defined in Section 7.5; construction shall comply with the California Building Standards Code; Architectural Review Committee review and approval is required; and a permit to construct as well as plan review are required from HCD. Storage Buildings are generally considered combustible by HCD and the following requirements apply:

- Additional setback requirement from unit:
 - A Storage Building may be located immediately adjacent to a unit if the storage building wall adjacent to the unit is constructed of materials approved for one (1) hour fire-resistant construction. If there are openings which are not one (1)-hour fire-rated in the unit wall adjacent to the storage building wall, a minimum three (3)-foot separation shall be maintained. A minimum six (6)-foot separation shall be maintained between the unit and a storage building, which does not meet the requirements for one (1) hour fire-resistant construction.
 - A three (3)-foot separation shall be maintained from a Storage Building and *any* lot line which does not border on a roadway or other common area.
 - Storage buildings must be placed and anchored on concrete pads.

8.2.19 Window or Door Replacement – Window or door replacement must be approved for size and frame color. State permit is required for change in window or door size or if windows or doors are added or deleted.

8.2.20 Roof Venting – Roof jacks are approved for roof ventilation. Wind turbines and other exposed fan units that are greater than 6” in height are not allowed on roofs of homes, storage sheds/buildings, or other accessory structures.

8.2.21 Solar (Photovoltaic) Panels – Installation of solar panels must be approved for location, color, and to verify minimal reflectivity.

8.2.22 Window Treatments – Windows may be tinted. However, placement of aluminum foil, reflective bubble wrap, or other similar materials is strictly prohibited.

8.3 Plan Changes - Any changes to an approved Architectural request must be re-submitted for review and approval.

8.4 Completion of Work - Once commenced, all work shall be promptly carried through to completion unless consent to terminate or delay is obtained in writing.

9. HOME REPLACEMENT

9.1 General Requirements

9.1.1 Singlewide homes are not permitted in Sunrise Terrace.

9.1.2 Homes must be new. Homes from other communities are not allowed into Sunrise Terrace under any circumstances.

9.1.3 Maximum height of the home – refer to Section 7.4.

9.1.4 Underground utilities may not be moved to accommodate installation of a new home without advance Corporate approval.

NOTICE CONCERNING GAS LINES

Since construction of Sunrise Terrace and its natural gas system installation took place before 1976, we are not required to move gas lines from under homes in Sunrise Terrace; however, the STMOA natural gas distribution system is maintained in a good and safe condition and we perform leak checks on the system twice per year in accordance with California State and Federal Code. In addition, natural gas has a chemical added to provide it with a distinct odor so if a leak were to develop under a home chances are it would be detected quickly by residents.

9.1.5 Driveways – Refer to Section 7.2.

9.1.6 Electric service must be appropriately rated for homes with 100 amp service. Corporate maintenance is responsible for upgrading the service if required.

9.1.7 Any violation of the STMOA Architectural Requirements at any time during set-up of the incoming home will require immediate resolution to compliance. Failure to do so may constitute removal of the home from Sunrise Terrace at the resident's expense.

9.1.8 The Architectural Committee **STRONGLY** recommends that Hardi Lap Siding or Hardiboard Panels or other types of fire-resistant materials be used as the exterior surface on new or modified homes. Many residents have witnessed how fast fires can spread from home to home, especially those that were old and constructed of vinyl or wood siding. Hardiboard or other fire-resistant materials can greatly reduce the risk of fire damage, especially fires that are spreading toward a home.

9.1.9 The Architectural Committee (ARC) shall interface ONLY with the resident; the ARC will not communicate directly with a dealer or manufacturer; the resident shall interface with the dealer/manufacturer and be the link between the ARC and the dealer/manufacturer. The resident is fully responsible for compliance to STMOA Rules & Regulations and State Regulations and is required to sign the New Home Request Form in many places, one of which is the Homeowner Acknowledgement of Requirements. It is the owner's responsibility to ensure the dealer, contractors, manufacturers have read and understand the STMOA Architectural Requirements.

9.2 Architectural Approval for New Home

9.2.1 The following Architectural Approval Forms, attachments 13.2 thru 13.7 as required, must be submitted and approved by the ARC prior to ordering the new home. **Forms are available at corporate office.**

- Architectural Request Form
- Site Plan
- Floor Plan
- Cross-section drawing showing maximum height of home once installed, towing height, pitch of roof, finish floor elevation
- Elevation Drawings/Renderings of the proposed home showing front, side, back, and height of the home.
- Paint Request Form
- Disclaimer/Indemnification Form
- Contractor/Handyman Form
- Required Permits

9.2.2 The site plan must show

- Lot Lines and lot dimensions, including the Sidewalk (if present), sloped areas around the home, and setbacks from structures on adjacent property.
- Finished external dimensions of the home.
- Lot location for the home including any eaves, porches, steps, awnings, decks, and sheds (show all dimensions).
- Location of existing driveway and utility standard.
- Required Setbacks:
 - **Front side of the home** must have a five (5) foot minimum setback from the:
 - Street side lot line marker if a sidewalk is not present or
 - Home side of sidewalk if a sidewalk is presentto any part of the home. This includes, but is not limited to the exterior wall, roof overhang, protruding windows, porches, landings and steps.
 - **Side of the home away from the driveway** must be no closer to the lot line than three (3) feet. The three (3) feet is measured from any part of the home including porches, landings, steps, eaves, and window awnings.
 - **Side of the home at the driveway** must leave a minimum of twelve (12) feet of concrete for parking. The metal awning must be a minimum of twelve (12) feet by forty (40) feet. The metal awning must be three (3) feet from the lot line. State approved offset support posts may extend to the lot line.

- **Back of the home** must have a minimum setback of (3) feet from the lot line. For homes that have a downward slope at the rear of the lot, a minimum setback of (5) feet from the back of the home to the beginning of the slope is required.

9.2.3 The occupied area of a lot, consisting of the unit (including eaves), and all accessory buildings and structures including, but not limited to awnings, stairways, ramps, decks, covered awning extensions, lath/greenhouses, hot tubs, spas, storage buildings, and storage cabinets (sheds) shall not exceed seventy-five (75) percent of the lot area. Patios and paved or concrete areas no higher than 8” above grade, and the area of accessory buildings or structures located under another accessory structure, such as a storage cabinet or porch under an awning or carport, are not included in the measurement of the occupied area. The occupied area shall be determined as if viewed from overhead looking directly down on the lot. **Lot coverage calculation worksheets are available at the office.**

9.3 Removal of Old Home

- 9.3.1** Removal and/or replacement of a home must be coordinated with, and the contractor approved by the Office Manager. Persons contracted for removal of the home must be licensed, insured listing Sunrise Terrace Mobilehome Park as additionally insured, and proper documentation provided to the office manager prior to start of work.
- 9.3.2** Lots that slope up from the street must have provisions made to allow removal of the home without damaging the sidewalk or street.
- 9.3.3** Lot Lines will be marked to assist with planning for a new home. Corporate maintenance is responsible for establishing lot lines that are not clearly marked.
- 9.3.4** **A new home must be placed on an empty lot within 6 months after removal of the old home.** Therefore, the old home must not be removed until the new home has been ordered and will be installed in accordance with this requirement.
- 9.3.5** Corporate utility meters, risers, and electrical standards will be evaluated for acceptability and code compliance. Disconnects will be made safe by corporate maintenance prior to (gas meter removed), and after removal of the home (sewer line, water line, electrical cable, etc.). Corporate Maintenance will correct any deficiencies prior to final completion sign-off.

9.4 Lot Preparation

- 9.4.1** Lots must be cleared and cleaned within 1 month of removal of the old home and maintained while empty.
- 9.4.2** Lots must be properly graded to ensure water cannot accumulate under the home and be compacted with a layer of certified #2 road base.
- 9.4.3** The area under a home shall be the same elevation as the parking slab. If the parking slab is to be replaced, lot elevation must be maintained to the original lot and parking slab heights.

9.5 Delivery and Installation of New Home

9.5.1 Advance appointment for delivery must be made with the Office Manager. IMPORTANT: IF A HOME ARRIVES WITHOUT A MINIMUM 24-HOUR NOTICE TO THE CORPORATE OFFICE, THE GATES WILL REMAINED CLOSED AND THE HOME OWNER WILL BE FULLY RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE HOME BEING STORED OFFSITE UNTIL ARRANGEMENTS HAVE BEEN MADE WITH THE CORPORATE OFFICE TO ALLOW ENTRY. IT IS THE HOME OWNERS RESPONSIBILITY TO ENSURE THEIR DEALER/INSTALLER IS AWARE OF THIS REQUIREMENT (provide your dealer/installer a copy of this acknowledgement). NO EXCEPTIONS (even California Highway Patrol escorts have more than 24 hours' notice when scheduled).

9.5.2 The Office Manager and/or Maintenance Manager reserve the right of rejection at the time of arrival should any material change in condition of the home or evidence of misrepresentation be found.

9.5.2 All incoming homes will be stopped at the front gate to be measured and inspected by the ARC. Any incoming home not complying with the specifications approved by the STMOA ARC will be refused entry.

9.5.3 Installation of a new home must be in accordance with Manufacturers Instructions, STMOA Architectural Requirements, and Title 25 of the California Code of Regulations.

9.5.4 All hitches, wheels and tires are to be promptly detached and stored under the home. California law prohibits storage under the home of anything other than these items.

9.5.5 Awnings, carports, skirting, and gutters (including downspouts and drain lines) must be completely installed around a new home within sixty (60) days of the home's installation. Skirting must tightly enclose all four sides of the home and conform to state codes. Brick or natural rock skirting may be approved by the ARC provided it meets state regulation. Lattice is not permitted to be used as skirting.

9.5.6 Utility connections including gas, electric, water and sewer, must be completed and compliant with applicable State Code Requirements.

9.5.7 New homes must conform to both Title 25, Chapter 2, of the California Code of Regulations and STMOA Architectural Requirements. After inspection by the ARC, the homeowner will be notified of any compliance failure. Homes consequently not brought into compliance within six months of notification will be corrected by STMOA and the costs billed to the homeowner.

9.5.8 Lot landscaping shall commence within six months of new home completion and shall be finished no later than 1 year from home completion.

10. CONTRACTORS/HANDYMEN (attachment 13.6)

NOTE: ANYONE PERFORMING CONSTRUCTION WORK IN CALIFORNIA THAT TOTALS \$500 OR MORE IN LABOR AND MATERIALS MUST BE LICENSED BY THE CALIFORNIA STATE LICENSING BOARD.

- 10.1** Homeowners are responsible to assure contractors/handyman have the required ARC approvals and HCD permits in place prior to the start of work.
- 10.2** Contractors/Handymen are not permitted to bring their children or dogs into Sunrise Terrace while working.
- 10.3** If a minor child under the age of 16 works for the contractor or handyman, a Certificate of Workmen's Compensation and a Permit to Employ and Work must be on file in the Corporate Office before the minor starts to work at Sunrise Terrace.
- 10.4** Resident is responsible to assure Contractors/Handymen dispose of garden refuse, surplus materials and chemicals resulting from work they do at a residence. Once begun, all work shall be promptly carried through to completion unless consent to terminate or delay is obtained in writing from the ARC or Office Manager.
- 10.5** Contractors/Handymen are limited to moderate noise levels from vehicle radios and/or portable radios while working in Sunrise Terrace.
- 10.6** Obnoxious behavior, offensive language and/or loud voices are prohibited in Sunrise Terrace.
- 10.7** Trespassing through other home sites is prohibited unless prior arrangements are made and approvals obtained.
- 10.8** Contractors and handymen may work only between the hours of 8:00 a.m. and 6:00p.m.
- 10.9** Equipment and power tools creating excessive noise are prohibited on Sunday without prior permission from the Office Manager, or unless the situation is an emergency.
- 10.10** Outdoor spray painting of any type is strictly prohibited.

11. VARIANCE REQUEST (attachment 13.7)

- 11.1** In those cases where special circumstances apply to a lot, including size, topography, location or surroundings, exceptions to the STMOA Architectural Requirements may be granted. This exception is requested by completing and submitting a request for variance to the ARC.
- 11.2** After review, the request may be approved, approved with exceptions, or denied. This disposition will be communicated to the homeowner and filed with the Architectural Request Documents.

- 11.3** The request for variance only applies to STMOA Architectural Requirements and does not apply to any State or Local Codes or Ordinances.

12. HOME SALE OR TRANSFER DISCLOSURE (attachment 13.8)

- 12.1** When a home is listed or advertised for sale, a “Home Sale or Transfer Disclosure” Inspection will be performed by the ARC within 7 business days, noting all non-compliance issues with regard to STMOA R&R and STMOA Architectural Requirements (some of which are also Title 25, Chapter 2, of the California Code of Regulations).
- 12.2** The disclosure results including all issues of non-compliance must be disclosed to the Seller within 3 business days of the inspection.
- 12.3** The completed form will be filed with the home sale documentation at the Corporate Office.

Attachment 13.1

STMOA
Architectural Requirements

“Home Improvement Request”

“Do not start work until your plan has been approved”

Date: _____ Estimated Completion Date: _____

Owners Name: _____

Owners Address: _____

Home Phone #: (____) _____ Mobile Phone #: (____) _____

E-Mail Address: _____

DESCRIPTION OF WORK TO BE ACCOMPLISHED

Please provide the following information for your home improvement:

- Site Plan showing location of proposed improvements
- Required setbacks (if applicable)
- Drawings/Renderings of the proposed Improvement
- Dimensions and Color of proposed Improvement
- Disclaimer and Indemnification Form
- Contractor Form
- Required Permits (if applicable)

Work is to be accomplished by: () Homeowner () Contractor () Other

Contractor: _____ **License #:** _____

Contractor: _____ **License #:** _____

NOTE: ANYONE PERFORMING CONSTRUCTION WORK IN CALIFORNIA THAT TOTALS \$500 OR MORE IN LABOR AND MATERIALS MUST BE LICENSED BY THE CALIFORNIA STATE LICENSING BOARD

Required permits must be submitted and approved before construction starts

Any new construction, additions and/or changes must conform to Title 25, Chapter 2, of the California Code of Regulations. The Architectural Review Committee's approval does not imply that any improvement is consistent with applicable safety, building or other state code requirements, or that the proposed improvement is suitable or appropriate for its intended use. It is the homeowner's responsibility to determine if the proposed improvement complies with applicable governmental codes and regulations. For assistance consult your contractor or the State of CA Department of Housing and Community Development (HCD) at (951) 782-4420.

Homeowner Acknowledgement of Requirements:

I/We certify that both I/We, as the owner(s), and the persons doing the actual work have read and understand the STMOA Architectural Requirements. I further certify that the work being done will be compliant with those rules. I have contacted the California State Department of Housing and Community Development (CA HCD), and obtained all necessary CA HCD permits for this construction activity.

HOMEOWNER SIGNATURES:

X _____

X _____

Plans Approved: () **Plans Approved with Conditions:** () **Plans Denied:** ()

Architectural Review Committee Approval:

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____

STMOA Board Member: _____ **Date:** _____

Completion Inspection Non-Compliance Items: Yes () No ()

Completion Approval:

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____

STMOA Board Member: _____ **Date:** _____

Attachment 13.2

STMOA
Architectural Requirements

“New Home Request”

“Please do not order your new home until your plans have been approved”

Date: _____ Estimated Completion Date: _____

Owners Name: _____

Owners Address: _____

Home Phone #: (____) _____ Mobile Phone #: (____) _____

E-Mail Address: _____

Home Manufacturer: _____ Model: _____

Sales Representative Phone: (____) _____

IMPORTANT: IF A HOME ARRIVES WITHOUT A MINIMUM 24-HOUR NOTICE TO THE CORPORATE OFFICE, THE GATES WILL REMAINED CLOSED AND THE HOME OWNER WILL BE FULLY RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE HOME BEING STORED OFFSITE UNTIL ARRANGEMENTS HAVE BEEN MADE WITH THE CORPORATE OFFICE TO ALLOW ENTRY. IT IS THE HOME OWNERS RESPONSIBILITY TO ENSURE THEIR DEALER/INSTALLER IS AWARE OF THIS REQUIREMENT (provide your dealer/installer a copy of this acknowledgement). NO EXCEPTIONS (even CHP escorts have more than 24 hours’ notice when scheduled).

Homes shall be delivered Mon-Fri ONLY, starting at 8am and shall be in the gate and inspected by the ARC no later than 3pm, unless other arrangements are made with the corporate office. This allows the units to be disconnected from the towing vehicles no later than 6pm.

Owners Acknowledgement (signature required) _____

Required Additional Documents:

- **Site Plan showing existing and planned:**
 - ✓ Lot Lines and Dimensions
 - ✓ Overall Exterior Home Dimensions & Location of Home on Lot
 - ✓ Front/Side/Back Porch and Step Dimensions
 - ✓ Sidewalk Dimensions (if present)
 - ✓ Driveway and Awning Dimensions

- ✓ Required setbacks
- ✓ Utility Riser Location
- ✓ Lot Coverage Percentage
- Exterior Drawings/Renderings of Proposed Home, including Height of Home (Elevation Drawings)
- Floor Plan
- Cross-section Drawing showing Maximum height of home once installed, towing height, pitch of roof, finish floor elevation
- Exterior Colors of Home
- Sample of roof material and color
- Disclaimer and Indemnification Form
- Contractor Form
- Required Permits

Other structures to be installed: () Carport Awning () Porches () Shed () Storage Bldg

Work is to be accomplished by:

Contractor: _____ Phone: (____) _____ License#: _____

Contractor: _____ Phone: (____) _____ License#: _____

NOTE: ANYONE PERFORMING CONSTRUCTION WORK IN CALIFORNIA THAT TOTALS \$500 OR MORE IN LABOR AND MATERIALS MUST BE LICENSED BY THE CALIFORNIA STATE LICENSING BOARD.

Required permits must be submitted and approved before construction starts

Any new construction, additions and/or changes must conform to Title 25, Chapter 2, of the California Code of Regulations. The Architectural Review Committee’s approval does not imply that any improvement is consistent with applicable safety, building or other state code requirements, or that the proposed improvement is suitable or appropriate for its intended use. It is the homeowner’s responsibility to determine if the proposed improvement complies with applicable governmental codes and regulations. For assistance consult your contractor or the Department of Housing and Community Development. (951) 782-4420

Homeowner Acknowledgement of Requirements:

I/We certify that both I/We, as the owner(s), and the persons doing the actual work have read and understand the STMOA Architectural Requirements. I further certify that the work being done will be compliant with those rules. I have contacted the California State Department of Housing and Community Development (CA HCD), and obtained all necessary CA HCD permits for this construction activity.

Homeowner Signatures:

X _____

X _____

Plans Approved: () **Plans Approved with Conditions:** () **Plans Denied:** ()

Plan Approval:

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____

STMOA Board Member: _____ **Date:** _____

Completion Inspection Non-Compliance Items: Yes () No ()

Completion Approval:

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____

STMOA Board Member: _____ **Date:** _____

Attachment 13.3
STMOA
Architectural Requirements

“New Home Review & Approval Checklist”

Plan Approval

- **Have the following Architectural request forms been completed and signed by the homeowner?**
 - Architectural Request Form
 - Architectural Disclaimer and Indemnification Form
 - Contractor/Handyman Form
 - Site Plan
 - Required Permits

- **Does the site plan show the following?**
 - Lot dimensions including any sidewalks, easements, and distances to structures on adjacent lots.
 - Location of the home on the lot.
 - Driveway dimensions and location of utilities.
 - Finished external dimensions of the home including roof eaves, awnings, decks, porches & steps.
 - Required setbacks for the home.
 - ✓ Front or street side of the home must have a five (5) foot minimum setback from the:
 - Street side lot line markers (if a sidewalk is not present) or
 - Home side of sidewalk (if a sidewalk is present)to any part of the home. This includes, but is not limited to the exterior wall, roof overhang, protruding windows, porches, landings and steps.
 - ✓ The left side and rear of the home (side opposite of the driveway) are at least 3 feet from the lot lines which includes roof overhangs, awnings, protrusions, decks, porches, landings and steps.
 - ✓ The right side of the home, (driveway side) has a minimum of 12 feet of concrete for parking; that the metal awning is a minimum of 12 feet by 40 feet; and that the awning is at least 3 feet from the lot line. Note: awning offset supports may extend to the lot line.
 - ✓ For homes with lots that slope downward at the rear of the property, is the setback from the back of the home to the beginning of the slope a minimum of 5 feet.
 - The combined total site plan area of the home and all accessory buildings and structures, including awnings, decks, porches, stairways, ramps and storage cabinets is 75% or less of the total lot area.

➤

➤ **The Drawings/Renderings show the following:**

- The area under the home is shown at the same elevation as the driveway slab.
- The height of the home shown from ground level as measured from the utility pedestal to the peak of the house is 17'4" or less.
- The exterior paint colors for the home.

➤ **Plan Approval and Review**

- The architectural request form, site plan, and permits have been signed and approved by the ARC.
- The approved plans have been reviewed with the homeowner/s.
- A copy of the New Home Checklist has been given to the homeowner/s.

Verified by Architectural Review Committee: _____ **Date:** _____

Comments: _____

Prior to Delivery

- The lot has been cleaned of all debris and prepared for leveling and road base.
- The lot has been leveled to align with the driveway and sloped in a way to prevent water from collecting under the home, covered with certified #2 road base, and compacted. *
- The delivery date and time have been communicated to the Office Manager and the ARC.
- The delivery company of the home has submitted liability insurance naming Sunrise Terrace as Additionally Insured.
- All required permits have been issued.

*May require HCD inspection before home is set

Verified by Architectural Review Committee: _____ **Date:** _____

Comments: _____

Delivery

Note: Delivery of new home is to occur on normal workday, during normal business hours.

Notify the Office Manager at 489-8430 during normal hours prior to entry of new home into Sunrise Terrace.

- The ARC verified the paint colors and dimensions of the new prior to entry into Sunrise Terrace.

Rough Set-up

Notify Office Manager at 489-8430 during normal hours when the home sections have been joined and are still moveable, notification is required to allow ARC inspection for setback and height compliance. If this notification is not made, the homeowner will be responsible for any required movements of the home to bring the home into compliance .

- The home is setback a minimum of 5 feet from street (or sidewalk if present) to any part of the home, which includes the exterior wall, roof overhang, protruding windows, awnings, decks, porches, landings and steps.
- The left side (side opposite of the driveway) and rear of the home are at least 3 feet from the lot lines as shown on the plan, including roof overhangs, awnings, protrusions, decks, porches, landings and steps.
- For homes with lots that slope down at the rear of the lot, the setback from the back of the home to the beginning of the slope is a minimum of 5 feet.
- The right side of the home, (driveway side) is parallel to the driveway.
- The total height of the home is no more than 17' 4" from ground level at the front.
- The area under the home and the parking slab are at the same elevation.

Verified by Architectural Review Committee: _____ **Date:** _____

Comments: _____

Final Set-up Approval (no longer than 60 days from delivery)

Notify Office Manager at 489-8430 during normal business hours for re-installation of the gas meter by Corporate Maintenance. Please notify at least two business days in advance.

- The skirting is completely installed around the new home. Skirting must be tightly enclosed on all four sides of the home. Brick or natural rock skirting may be approved. Lattice is not permitted to be used as skirting.
- There is a minimum of 12 feet of concrete for parking; the metal awning is a minimum of 12 feet by 40 feet; and the awning is a minimum of 3 feet from the lot line. (Note: awning offset supports may extend to the lot line as long as they are 3 feet from any structure on the adjacent lot).
- Rain gutters are installed; downspouts/drain lines are at least 1 1/2" diameter and draining off the lot and not onto neighboring lots.
- All utility connections are completed and accessible, i.e. gas, electric, water, and sewer.

Verified by Architectural Review Committee: _____ **Date:** _____

Comments: _____

Attachment 13.4

STMOA
Architectural Requirements

“Painting Request Form”

*****Attach paint color samples to this form*****

Date of Request: _____

Owners Name: _____

Email Address: _____

Owners Address: _____

Owners Telephone: _____ **Mobile Phone #:** _____

House and Accessory Colors:

House Body: _____ **House Trim:** _____ **Skirting:** _____

Shutters: _____ **Awning:** _____ **Awning Supports:** _____

Doors - Front: _____ **Back:** _____ **Side:** _____

Hand Railing - Front: _____ **Back:** _____ **Driveway:** _____

Stairs - Front: _____ **Back:** _____ **Walkway:** _____

Owner Signature: _____

Architectural Approval: () Approved () Approved with Conditions () Denied

Comments:

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____

STMOA Board Member: _____ **Date:** _____

Painting Complete and Verified by ARC: _____ **Date:** _____

Attachment 13.5

STMOA

Architectural Requirements

“ARCHITECTURAL DISCLAIMER & INDEMNIFICATION”

By authorizing any fabrication, construction, modification, or landscaping on a resident(s)' space in Sunrise Terrace, the Corporate Board and the Sunrise Terrace Mobilehome Owners Association (“Corporate Parties”) do not assume any responsibility for damage to underground utilities, plumbing, wiring or anything under or above ground. The resident(s) having the aforementioned tasks accomplished will accept full and sole responsibility and financial liability for any such damage.

Additionally, the Corporate Board and the Sunrise Terrace Mobilehome Owners Association do not assume any responsibility for any harm, injury or death that may occur during the above fabrication, construction, modification or landscaping. The resident(s) having the aforementioned tasks accomplished will accept full and sole responsibility and financial liability for any such consequence.

Indemnification of Corporation

Resident’s Indemnification of Corporate Parties. To the fullest extent permitted by law, Resident shall, at Resident’s sole expense and with counsel reasonably acceptable to the Corporation, indemnify, defend and hold harmless Corporate parties from and against all Claims from any cause arising out of or relating (directly or indirectly) to this Architectural Approval including, but not limited to:

- (a) Any harm, injury or death that may occur during any fabrication, construction, modification or landscaping;
- (b) Any damage to underground utilities, plumbing, wiring or anything under or above ground;
- (c) Any act, error, omission, or negligence of Resident Parties or of any invitee, guest, licensee, contractor, handyman or other individual(s) directly or indirectly pertaining to the aforementioned tasks provided for in the Architectural Approval Form;
- (d) Resident’s conducting of its business;
- (e) Any alterations, activities, work, or things done, omitted, permitted, allowed, or suffered by Resident Parties in, at, or about the Premises or home, including the violation of or failure to comply with any applicable laws, statutes, ordinances, standards, rules, regulations, orders, decrees, or judgments in existence on the Task Commencement Date or enacted, promulgated, or issued after the date of this Disclaimer/Indemnification and the Architectural Approval; and
- (f) Any breach or default in performance of any obligation on Resident’s part to be performed under this Disclaimer/indemnification and the Architectural Approval.

I have read the above paragraphs and agree with the content.

Residents Signature

Residents Signature

Address: _____

Date: _____

Attachment 13.6

STMOA ***Architectural Requirements***

“Contractor and Handyman Regulations”

ALL RESIDENTS SHALL HAND A COPY OF THESE REGULATIONS TO EACH CONTRACTOR AND/OR HANDYMAN WORKING ON THEIR PROPERTY, AND OBTAIN THEIR SIGNATURE.

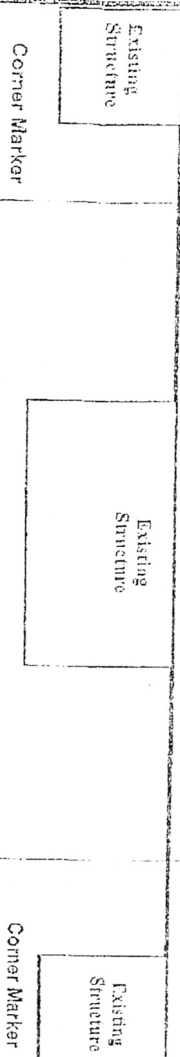
NOTE: ANYONE PERFORMING CONSTRUCTION WORK IN CALIFORNIA THAT TOTALS \$500 OR MORE FOR THE TOTAL COST OF LABOR AND MATERIALS MUST BE LICENSED BY THE CALIFORNIA STATE LICENSING BOARD.

1. Contractors/Handymen must ensure required permits are in place prior to start of work and work complies with applicable building and construction code requirements.
2. Contractors are not permitted to bring their children or dogs into Sunrise Terrace while working.
3. If a minor child under the age of 16 works for the contractor or handyman, a Certificate of Workmen’s Compensation and a Permit to Employ and Work must be on file in the Corporate Office before the minor starts to work at Sunrise Terrace.
4. Contractors or handymen are responsible for disposal of garden refuse, surplus materials and chemicals resulting from work they do at a residence.
5. Once begun, all work shall be promptly carried through to completion unless consent to terminate or delay is obtained in writing from the Board.
6. Contractors and handymen are limited to moderate noise levels from vehicle radios and/or portable radios while working in Sunrise Terrace.
7. Obnoxious behavior, offensive language and / or loud voices are prohibited in the Sunrise Terrace.
8. Trespassing through other home sites is prohibited. If necessary, make arrangements with the affected neighbor.
9. Contractors and handymen may work only between the hours of 8:00 a.m. and 6:00 p.m. and are subject to all of the above rules.
10. Equipment and power tools creating excessive noise are prohibited on Sunday without prior permission from the Office Manager, or unless the situation is an emergency.
11. No outdoor spray painting of any type is allowed in the Sunrise Terrace.

Contractor / Handyman Signature

Date

LOT FLOOR PLAN AND PARK INFORMATION



Indicate distances to all lot lines

CHECK ONE BOX
 Home above Grade
 Home below Grade

MANUFACTURED HOME

Width and length of lot: _____ x _____ Width and length of home _____ x _____

1. Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure.
2. Indicate the exact distances from structures on adjacent lots if located within 10 (ten) feet of your lot line.
3. Enter length & width of the manufactured home (including eaves) and length & width of lot.
4. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.

A) Park Name _____
 Homeowner Name _____
 Homeowner Address _____ City _____ Zip _____

B) Design Information:
 Home Amperage: _____ Pedestal Amperage: _____
 Home Voltage: _____ Pedestal Voltage: _____
 Home Roof Load: _____ PSF
 Roof Load for locality: _____ PSF

C) Is the park located in a snow area requiring 30 lb or greater roof loading?
 YES NO

D) The lot line corners at the front and rear are clearly and permanently marked pursuant to Title 25 of the California Code of Regulations, Sections 1104 or 2104 in the following manner:

NOTE: Each lot line corner shall be clearly and permanently marked prior to installation and inspection.

**STATEMENT OF RESPONSIBILITY
 (ORIGINAL SIGNATURE REQUIRED)**

As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, all related accessory structure locations and separations and the park and homeowner information is true, accurate and complete. Lot corners have been identified as in item D above.

Signature of Park Owner, Operator, or Manager

State of California
 Department of Housing and Community Development
 Division of Codes and Standards



Northern Area Office
 9342 Tech Center Drive, Suite 550
 Sacramento, CA 95826

Southern Area Office
 3737 Main St. Ste. 400
 Riverside, CA 92501

LOT COVERAGE CALCULATION WORKSHEET

Owner Name: _____

Owner Address: _____

Owner Phone #: _____

Contact Information: _____

Total Lot Square Footage: **A** _____

Existing Structures: Square Feet:

Home _____

Carport Awning _____

Porch Awnings _____

Window Awnings _____

Porches _____

Deck _____

Sheds _____

Sunroom _____

Total Existing Structures: Square Feet: B _____

New Structures Square Feet Being Added: C _____
(Awning, Porch, Deck, Shed, etc.)

TOTAL ALL COVERED AREA: B + C = _____ **D**

TOTAL LOT % COVERAGE (D ÷ A) X 100 = _____

Completed by: _____

Signature: _____

Date: _____

Attachment 13.7

STMOA
Architectural Requirements

“Request for Variance”

“Do not start work until your variance has been approved”

Date: _____ Estimated Completion Date: _____

Owners Name: _____

Owners Address: _____

Email Address: _____

Owners Home Phone: (____) _____ Owners Mobile Phone: (____) _____

DESCRIPTION OF WORK TO BE ACCOMPLISHED

ARCHITECTURAL GUIDELINE REQUIREMENT

PROPOSED DEVIATION FROM REQUIREMENT

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Architectural Disposition: () Approved () Approved with Conditions () Denied

Comments:

Architectural Review Committee Approval:

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____

STMOA Board Member: _____ **Date:** _____

Attachment 13.8

STMOA *Architectural Requirements*

“HOME SALE OR TRANSFER DISCLOSURE STATEMENT”

Date: _____ (within 7 business days of listing the home with the Office Manager)

This disclosure statement concerns the home owned by: _____, address: _____, located in Sunrise Terrace Mobile Home Park, City of Arroyo Grande, County of San Luis Obispo, in the State of California.

This statement is a disclosure of the condition of the above described property only as to its compliance with the Sunrise Terrace Mobilehome Owners Association (STMOA) Rules and Regulations and STMOA Architectural Requirements.

Sunrise Terrace does not, 1) perform inspections with regard to potential home safety issues, structural integrity, pest damage, or other prudent inspections that may be performed by the Seller/Buyer during escrow or, 2) check to determine if required building permits had been obtained for home additions or improvements previously performed. Home and/or Pest inspections are encouraged; however, they are the responsibility of the Seller/Buyer.

This disclosure statement is not a substitute for other disclosures required of the Seller(s) pursuant to California law.

The Seller(s) acknowledge, with the assistance of the Sunrise Terrace Architectural Review Committee and Sunrise Terrace Management, as to the state of the following item(s) as they relate to compliance with the STMOA Rules and Regulations (R&R) and STMOA Architectural Requirements.

Complies (Check first Box) Does not Comply (Check Second Box) Not Applicable (Check Third Box)

Solid side coverings on carport and awning support posts do not exceed 50% (AG Sec. 7.1 & T25 Sec. 1478(e))

Fencing meets all requirements (AG Sec. 8.2.4 & (T25 Sec. 1514).

Shed(s) do not exceed 120 sq ft and meet setback requirements (AG Sec. 8.2.19 & T25 Sec. 1510 & 1428)

Confirm that shed roof is NOT using the awning as a roof.

Lot line infractions do not exist, i.e., no encroachments onto adjacent lots (T25 Sec.1428 (f).

Electrical meters have at least 30” clear access at sides and front (AG Sec. 7.10 & T25 Sec. 1183

Water Softener drains into a trap connected to the sewer line (AG Sec. 8.1.8 & T25 Sec. 1284).

Complies (Check first Box) Does not Comply (Check Second Box) Not Applicable (Check Third Box)

- Lot coverage for home and accessory structures does not exceed 75% (AG Sec. 7.5 & T25 Sec. 1110)
- Rain gutters in place and are draining properly off of the lot (AG Sec. 7.7 & T25 Sec.1116, General Drainage).
- Fence, wall or other structures do not obstruct view of traffic (AG Sec. 7.4 & RR Sec. 6-A 6d)
- Front of home has a minimum 5' setback from street, or sidewalk if present (RR Sec. 6-D. 10(c), & AG Sec. 9.2.2) T25 Sec. 1330 allows the home to border road with no setback.
- Side of home without carport has a minimum 3' setback from lot line to any part of the home (AG Sec. 9.2.2 & T25 Sec. 1330).
- Carport side awning has a minimum 3' setback from the lot line. Carport offset posts may be on the lot line; however, they must be a minimum of 3' from any structure on the adjacent lot (R&R Sec. 6-D 10(f), AG Sec. 9.2.2, and T25 Sec. 1428(h)).
- Driveway has not been replaced or modified by homeowner (AG Sec. 7.2)
- If this home is located at 808 & 816 Kingsbury Ct or 800, 804, 820, 824, 828, 832 Kingsbury, complete and attach the addendum (Attachment 13.8.A)

Comments: _____

Property was inspected by: _____ Date: _____
 Architectural Committee Member

Property was inspected by: _____ Date: _____
 STMOA Board Member

Disclosure Inspection is to be performed by the ARC within seven (7) days of listing the home with the STMHP Office Manager.

Disclosure Statement is to be presented to the Seller by the STMHP Office Manager within three (3) days of ARC inspection.

Seller: _____ Buyer: _____
 Date: _____ Date: _____

Seller: _____ Buyer: _____
 Date: _____ Date: _____

 STMOA Board Member Date

Attachment 13.8.A

STMOA *Architectural Requirements*

“HOME SALE OR TRANSFER ADDENDUM TO DISCLOSURE STATEMENT”

Date: _____ (within 7 business days of listing the home with the Office Manager)

This Addendum to Attachment 13.8 **ONLY** applies to the following Lots: **808 & 816 Kingsbury Ct and 800, 804, 820, 824, 828, 832 Kingsbury.**

This additional disclosure statement concerns the home owned by:

_____, address: _____,
located in Sunrise Terrace Mobile Home Park, City of Arroyo Grande, County of San Luis Obispo,
in the State of California.

This statement is a disclosure to notify buyer(s) that there are NO common areas within or between the lots identified above, including but not limited to the hedges.

A legal issue was brought forward in 2010 and hedges adjacent to or between the above lots were addressed at that time. A Board Member for STMOA, determined that the hedges were originally planted when the park was a rental park, and when the park was converted to a resident owned park a previous owner proposed to remove some of the hedges in 1990. The owners of the eight spaces in question at that time decided to keep the hedge for privacy reasons, and the park relinquished maintenance and ownership of the hedge to the abutting space owners. There was a board meeting in 2000 to discuss who maintains the hedge. During that meeting, the board approved a motion that the homeowners living on Kingsbury Court have the responsibility to maintain the hedge and **all future residents must be informed of this responsibility upon sale.**

It has been the Park’s recent policy that the hedge is a natural bush barrier, historically placed on the lot lines between the spaces, to be jointly maintained by the owners of the spaces it is abutting, and it is **not common area** to be maintained by the Park **Lot line issues involving the hedge need to be resolved between the affected space owners and the “hedge” removal needs to be agreed upon between all affected owners and approved by the Board after a written application, with consultation with the landscape committee.**

The park is not responsible for the “hedge” removal or the costs associated with construction of any type of erosion control or replanting a new hedge. Upon application, a condition of removal by an owner would be adequate remedial measures to protect the neighbors from erosion and subsidence.

This disclosure statement is not a substitute for other disclosures required of the Seller(s) pursuant to California law.

Comments: _____

Seller: _____
Date: _____

Buyer: _____
Date: _____

Seller: _____
Date: _____

Buyer: _____
Date: _____

STMOA Board Member

Date

Attachment 13.9

STMOA
Architectural Requirements

“Agreement to Replace Home”

- 1. This agreement binds the owner of the lot/address below to replace the existing home with a new home WITHIN 6 months from close of escrow.**
- 2. If a signed purchase contract for a new home is not received within 6 months from close of escrow, the owner agrees to complete ALL items listed in the Sales Disclosure immediately and no later than 6 months from close of escrow.**
- 3. Refer to the Sales Disclosure because some items may be required even if a new home is placed on the lot.**

Date: _____ **Estimated Completion Date:** _____

Owners Name: _____

Owners Address: _____

Owners Email Address: _____

Owners Home Phone: (____) _____ **Owners Mobile Phone:** (____) _____

Owner Signature: _____ **Date:** _____

Owner Signature: _____ **Date:** _____

Architectural Disposition: () Approved () Approved with Conditions () Denied

Comments:

Architectural Review Committee Approval:

Committee Member: _____ **Date:** _____

Committee Member: _____ **Date:** _____

STMOA Board Member: _____ **Date:** _____

Attachment 13.10

STATE OF CALIFORNIA--DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT--DIVISION OF CODES AND STANDARDS

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

The matrixes below are provided as an informational summary to assist the public in determining what constitutes an alteration to a manufactured home (MH) as well as identify when a permit is, or is not, required; when plans are required; when electrical load calculations are required; and when the plans must be submitted and certified by a California licensed engineer or architect. The matrixes are divided into five classifications consisting of: Electrical, Mechanical, Plumbing, Structural, and Structural (Accessory Structure). If the type of MH alteration work to be performed is not identified in the matrixes, you should contact the nearest field operations office noted below for further assistance.

NOTE: When multiple alterations are being done to the same MH such as plumbing, electrical and structural, the alterations may be included on the same Application for Permit (HCD 415). The HCD 415 can be located on the Internet at: <http://www.hcd.ca.gov/codes/mhp/>

Northern Area Field Operations 9342 Tech Center Dr., Suite 550 Sacramento, CA 95826 (916) 255-2501		Southern Area Field Operations 3737 Main Street Riverside, CA 92501 (951) 782-4420
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ELECTRICAL				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Air Conditioning				
Install (<i>Add</i>) – Air Conditioning	Yes	No	*Yes	*Unless home is factory A/C ready. Refer also to Mechanical.
Replace – Air Conditioning	Yes	No	*Yes	*If A/C amperage is increased. Refer also to Mechanical.
Appliance				
Install (<i>Add</i>) -- “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
Ceiling Fan				
Install (<i>Add</i>) – Ceiling Fan	Yes	No	No	
Receptacle/Switch				
Replace – Receptacle/Switch	No	No	No	

ELECTRICAL (con't)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Misc.				
Change – Electrical System <i>(Upgrade/Downgrade)</i>	Yes	No	Yes	
Install <i>(Add)</i> – Dedicated Branch Circuit	Yes	No	Yes	Furnace, Water Heater, etc.
Install <i>(Add)</i> /Replace – Electrical Panel	Yes	No	No	
Install <i>(Add)</i> /Replace – Electrical Circuit	Yes	No	*	*Load calculations may be required.
Install – Meter Base	Yes	Yes*	No	*HCD detail available.
Replace – Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Transition – Branch Circuits from aluminum to copper	Yes	No	No	Pigtail, receptacles and switches.
MECHANICAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Air Conditioning / Evaporative Cooler				
Install – Air Conditioning <i>(New or Replacement)</i>	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
Furnace / Heater / Heat Pump / Stove				
Replace – Furnace <i>(No system changes)</i>	Yes	No	No	
Replace – Furnace <i>(Any changes or outside MH)</i>	Yes	Yes	No	
Replace or Install – Heater <i>(Freestanding Gas or Oil Burning)</i>	Yes	No	No	
Replace or Install – Heat Pump	Yes	No	No	
Replace or Install – Wood or Pellet Burning Stove	Yes	No	No	
Gas Line				
Install/Add to Length/or Modify – Gas Line	Yes	Yes	No	
Range, Oven, or Cooktop (Gas)				
MECHANICAL (con't)				

Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Replace – Built-in oven, range, cooktop, or freestanding range.	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
Range Hood				
Replace – Range Hood	*No	No	No	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
Water Heater				
Replace or Install – Water Heater (Gas or electric)	Yes	No	No	Water heaters installed outside and adjacent to the home, with connections provided from the home and placed in an approved manufactured metal cabinet will not require an Alternate Approval.

PLUMBING

Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Drain, Waste and Vent				
Install/Modify – Drain, Waste and Vent (DWV) or Water System.	*Yes	Yes	No	*Bathtub, Dishwasher, Lavatory, Shower, Sink, Toilet, Washing Machine, etc.
Repair/Replace – DWV Tailpiece or Trap	No	No	No	
Replace – Kitchen Sink, Lavatory, or Toilet.	*No	No	No	*Provided no alteration to DWV or water system.
Replace – Mechanical Auto Vent	No	No	No	
Garbage Disposal				
Install (Add) – Garbage Disposal	Yes	No	No	
Replace – Garbage Disposal	No	No	No	
Washing Machine				
Install/Replace – Washing Machine	*No	No	No	*Permit required if water supply and/or drain line not present or altered.

PLUMBING (con't)

Alteration Type	Permit	Plan Review	Engineered Plans	Comments
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Misc.				
Gas Lines				See MECHANICAL requirements.
Water Heater				See MECHANICAL requirements.
STRUCTURAL				
Chassis / Frame				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required.
Doors (Exterior)				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
Floors				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
Roof				
“California Roof”	Yes	Yes	*Yes	*An engineered plan or design is required. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required.
Insulated Roof System*	*Yes	Yes	No	*One inspection required.
Re-Roof* (<i>Existing roof covering removed</i>)	*Yes	No	No	*Two inspections required (<i>Underlayment and final</i>). This does not include coating metal roof with approved roof coating material.
Repair – Rafter or Truss	Yes	Yes	No	
Repair/Replace – Sheathing	Yes	No	No	
Replace – Truss	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Walls				
STRUCTURAL (Continued)				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments

Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. <i>(Details available for flame spread requirements)</i>
Sidewall or Endwall Opening (<i>New or enlarged</i>)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
Windows				
Replace – Windows (<i>Same size/type</i>)	*Yes/No	No	No	* <u>Permit required</u> when openings are enlarged or reduced; when bedroom egress window is replaced; or when structural change to window framing or header is necessary. <u>No permit required</u> when replacing single pane window with dual pane window or when installation of bay window(s) requires no additional support.
Structure Attachment				
Attach – *Awning (<i>Wood</i>), Garage, or Porch	**Yes	Yes	***Yes/No	* Awning shall comply with T25, Section 1468. **MH Alteration Permit required from HCD. Awning, Garage, and Porch construction is a separate permit issued by the enforcement agency having jurisdiction. Alternate Approval from HCD <u>may</u> be required for attachment. ***An engineered plan or design is required for units manufactured after Sept. 15, 1971.