

LOS COCOS HOMEOWNERS ASSOCIATION

ARCHITECTURAL ROOF VARIANCE APPLICATION CHECKLIST

If you are requesting a variance to your roof, you will need to obtain written approval for your project from the Los Cocos Homeowners Association Architectural Committee and the Board of Directors before any work may begin. If work is started without prior approval, you risk being cited for a violation and may be required to alter or remove the changes. Please refer to the CC&R's document: Article 7, Section 7.6 Variances for any required specifications and guidelines for your project. A copy of the CC&R's may be obtained from PPM or the Los Cocos Clubhouse.

Below is a checklist of required documents to be completed prior to commencing project:

1. **Application for Architectural Modification:** Completed, signed, and dated by homeowner. To include: Scope of Work: Professional plans and specifications, including construction details, drawn to scale and clearly show all elevations, assembly, the method of mounting and attachment to the roof structure, and proposed location on the roof, placement and location of all related components including connections, inverters and mountings. Information regarding the expected service life shall also be included. brochures, plans, drawings, diagrams, or pictures of proposed improvement(s) may also be submitted. If a solar energy system will be leased, a copy of the proposed lease with the leasing company.
2. **Contractor/Installer Information:** Must be fully completed and signed by contractor or vendor. To include Insurance, your contractor and/or vendor will need to provide a "Certificate of General Liability Insurance," with the Los Cocos Homeowners Association as "Stated Additionally Insured," and a copy of the endorsement showing the Association as an additional insured.
3. **Conditions for Approval.** Both the Contractor and homeowner must sign their acknowledgement of acceptance of the Conditions for Approval.
4. **List of Information/Documents required for License, Maintenance and Indemnity Agreements.** To be used by the HOA Attorney to create the Maintenance and Indemnity Agreement.
5. **Maintenance and Indemnity Agreement.** If your application is approved, a Maintenance and Indemnity Agreement, prepared by the HOA attorney, is required. The document will be signed, notarized, and recorded with Riverside County, California. Attorney and recording fees for the completion of the Maintenance and Indemnity Agreement will be borne by the homeowner.

The purpose of the Maintenance and Indemnity Agreement is to transfer responsibility for the maintenance of the entire section of the roof that contains the modification, top to bottom and side to side, from the Homeowners Association to the homeowner who obtains the roof modification. This process will also assure that any future homeowner will be bound by these variance restrictions.
6. **Notice of Completion. To be filled out upon project completion; signature required, return mail required.**

All applications will be considered by the Los Cocos HOA Architectural Committee and Board of Directors, on a case-by-case basis. The final decision will rest with the Los Cocos Homeowners Association Board of Directors. Written notification of final approval or denial of the submitted proposal will be provided by the Los Cocos Board of Directors.

**Please submit your request and all supporting documents to:
Personalized Property Management-Attn: Los Cocos Manager
68-950 Adelina Road, Cathedral City, CA 92234
(760) 325-9500 david@ppmineternet.com**

**LOS COCOS
HOMEOWNERS ASSOCIATION**

APPLICATION FOR ARCHITECTURAL MODIFICATION

HOMEOWNER(s): _____ Phone: _____

Property Address: _____ Email: _____

PROPOSED MODIFICATION - to include scope of work. () Additional documentation/plans/drawings are attached.

To: ARCHITECTURAL COMMITTEE (AC)/BOARD OF DIRECTORS

Attached are drawings of the work to be done and a complete description of the materials to be used for this modification.

I/We understand that building permits for some modifications may be required by the City of Rancho Mirage and all associated costs of the permits, including subsequent inspection will be borne by the applicant

I/We acknowledge that all approved changes in the original design will be at our expense, that any damage to or relocation of existing irrigation, underground utilities, building structure and exterior landscaping or any other damage to Association property resulting from the construction and/or installation of these permitted improvements shall be borne at our expense.

I/We understand and agree that it is the applicant's responsibility to advise any subsequent owner of the modifications and any subsequent maintenance responsibility.

NOTE: The work must commence within thirty (30) days of the date of approval and the work must be completed within sixty (60) days of commencement of work.

OWNER SIGNATURE _____ Date: _____

Appeal Process: If the request is denied by the Architectural Committee, the homeowner may appeal to the Homeowners Association Board of Directors. The appeal may be made in person or by delivering the appeal to PPM, and the Architectural request will be considered at the next Board of Directors meeting.

The above request has been reviewed by the Architectural Committee: () Recommended () Denied () Recommend as noted

Comments: _____

AC Signature: _____ Date: _____

Board of Directors Approval: _____ BOD Approval date: _____

Return completed form to:
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(760) 325-9500 david@ppminternet.com

LOS COCOS

HOMEOWNERS ASSOCIATION

CONTRACTOR/INSTALLER INFORMATION

Homeowner Name: _____ Address: _____

Type of Improvement: _____

Phone: _____ Email: _____

The information below must be completed and signed by a principal of the contracting firm which will be doing the work on this improvement.

Name of Business: _____

Name of Principal: _____ Phone: _____ Email: _____

Business Address: _____ City: _____ State: _____ ZIP: _____

Contractors State Contractor's License #: _____ Type: _____ Renewal Date: _____

Contractor's Bonding Company: _____

Bond Number: _____ Amount: _____ Verification Ph #: _____

General Liability Insurance Carrier: _____

Policy Number: _____ Amount: _____ Verification Ph #: _____

NOTE: If contractor uses independent contractors, individual policies must be provided or an additional endorsement showing independent contractors as covered by Contractors general liability policy.

Worker's Compensation Insurance Carrier: _____

Policy Number: _____ Amount: _____ Verification Ph #: _____

Commercial Truck Insurance Carrier: _____

Policy Number: _____ Amount: _____ Verification Ph #: _____

City Business Licenses:

City: _____ Number: _____

I certify that the information on this form is accurate and current as of this date.

Date: _____

Signature of Principal of Contracting Firm

Note: Contractors doing work on the Los Cocos property must carry State Workers Compensation Insurance and a minimum of \$1,000,000.00 in Liability Insurance. Contractors must provide a Certificate of Insurance and endorsements naming the Los Cocos Homeowners Association as Additional Insured. Please attach Insurance copies to this form when submitting to the community management's office. Thank you.

Please return this completed form to:
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LOS COCOS HOMEOWNERS ASSOCIATION

CONDITIONS FOR APPROVAL

1. You must enter into a Maintenance and Indemnity Agreement, to be prepared by the Association, that will obligate you to maintain, repair and replace the affected roof, as well as indemnify the Association. The agreement will also obligate the Owner to remove and replace any of the components as needed to accommodate the Association's obligation to maintain, repair and replace the roof or any other element within the Project that the Association is responsible to maintain, repair and/or replace. You will be responsible to reimburse the Association for all costs incurred in preparing and recording the agreement. The Agreement will be prepared by the HOA attorney and recorded with Riverside County.
2. The installation of the solar energy system will require a building and/or electrical permit from the City of Rancho Mirage. A copy of the City of Rancho Mirage issued building permit must be submitted to Los Cocos HOA prior to the start of work.
3. A solar energy system for heating water shall be certified by the Solar Rating Certification Corporation (SRCC) or other nationally recognized certification agencies. SRCC is a nonprofit third party supported by the United States Department of Energy. The certification shall be for the entire solar energy system and installation.
4. A solar energy system for producing electricity shall also meet all applicable safety and performance standards established by the National Electrical Code, the Institute of Electrical and Electronics Engineers, and accredited testing laboratories such as Underwriters Laboratories and, where applicable, rules of the Public Utilities Commission regarding safety.
5. The contractor to perform the work shall be as indicated in the Contractor/installer Information form that was submitted with the application.
6. You must notify the Los Cocos Homeowners Association of your intent to start work. A pre-construction meeting with Los Cocos HOA is required to discuss any job-specific requirements or concerns. If the job is ready to proceed, you will be given authorization to proceed at that time.
7. Additionally, a Principal or authorized agent of your contractor is to sign this letter acknowledging and agreeing to abide by the conditions as specified in this letter.
8. The preferred roof location for all solar energy systems is on the tiled roofs away from the internal streets. The highest point of any roof-mounted solar panel should be lower than the ridge of the roof where it is attached, unless otherwise approved by the Architectural Committee or Board.
9. The inverter and other associated equipment for the installation should be installed inside the garage of the subject residence, EXCEPT WHEN PHOTVOLTAIC SYSTEM MODULES ARE INTEGRATED WITH MICRO-INVERTERS, ONLY THE LOAD CENTER MUST BE INSTALLED INSIDE THE GARAGE. If the inverter and any other equipment are not installed at the interior of the garage, you must receive prior authorization to place the inverter and any other equipment at the exterior of the residence. Also, you will be required to paint or conceal the exterior mounted equipment as noted in item #10 below.
10. No part of the installation including the inverter(s) or disconnects, etc. may be placed on the wall area facing the courtyard of the adjacent residence.
11. The rooftop array of photovoltaic panels is approved to be black in color only. The use of any other color must be approved by the Architectural Committee prior to the start of installation.

12. All work shall be done in a neat and professional manner and the entire installation must be done in a manner so as to conceal the equipment or minimize the visibility of the equipment as well as possible or practicable.
13. Any visible or exposed portions of the installation and associated equipment including but not limited to the inverter, service disconnect, junction boxes, conduit, wiring, cabling, etc. is required to be painted to match the surface to which it is affixed. If the equipment is not painted, you will be required to install a cover or shroud that can be painted to match any adjacent surface.
14. All electrical wiring for the photovoltaic energy system must be installed in conduit except for portions of the system required to be left exposed by any Authority Having Jurisdiction, Building Code, Electrical Code, or any other applicable code or Municipal ordinance.
15. Any damage caused by the installation to adjacent surfaces must be repaired and painted to match the original color of the adjacent surface.
16. Los Cocos HOA assumes no responsibility for the integrity of roofs and/or the building siding upon which the solar energy system is installed. All maintenance, repair, or replacement of such roofs and/or other building siding components will be the sole responsibility of the Owner.
17. An unused or inoperable solar energy system or satellite dish must be removed by the Owner at the Owner's sole expense. If components are subsequently removed, Owner shall be solely responsible to reimburse the Association for costs incurred in returning the roof to a condition that is acceptable to the Board
18. The work must commence within three (3) months of the date of approval and the work must be completed within six (6) months of commencement of work.
19. A signed "Notice of Completion" must be provided to the Los Cocos within sixty (60) days of completion of the work. A copy of building permit showing final approval must also be submitted with the "Notice of completion".

Acknowledgement of Conditions of Approval by Homeowner and Solar Installer/ Contractor

I have read and agreed to the above terms and Conditions of Approval for the installation of the photovoltaic solar system specifically for:

Signatures: _____ Date: _____

Principal of or authorized agent for Solar Company-please sign and date

Signature: _____ Date: _____

Print Name: _____

**LIST OF INFORMATION/DOCUMENTS REQUIRED FOR LICENSE,
MAINTENANCE AND INDEMNITY AGREEMENTS.**

To be used by the Attorney to create the Indemnity Agreement.

All of the following information must be completed - please write legibly.

Name of all current Owners of Condominium or Lot: _____

Street address of Condominium or Lot _____

Email of Owner (in case there are questions): _____

Detailed scope and description of item to be installed, including size, color, model/serial number and any other components necessary for installation of item (e.g., whether there are conduits, piping, etc. that also need to be installed): _____

Detailed location of where items are to be installed (e.g. on the north roof over the master bedroom; on the west wall outside the living room, etc.): _____

List all of the Common Area components that will be affected (i.e., the north roof, the west wall, the attic/crawl space, etc.): _____

Name and Officer position of Association Board members who will be signing for Association:

Provide the following documents:

Copy of current Grant Deed or Quitclaim Deed for Condominium or Lot - make sure it is the recorded version (shows recording information in upper right-hand corner) and includes the legal description.

A detailed and legible diagram of the item to be installed, showing the location of the affected Common Area.

Copy of ARC application and documents submitted to ARC.

Homeowner Name: _____ Date: _____

Homeowner Address: _____

Phone: _____ Email: _____

Type of Improvement:

- Solar Panels on Roof Satellite Dish Sky Light/Tube Driveway
- Patio Extension Patio/Entry Tile Garage Door Windows/Doors
- Other Modification _____

Notice is hereby given to the Los Cocos Homeowners Association that the improvement indicated above has been completed. I/we are aware that the project is open to inspection, if deemed necessary, by the Los Cocos HOA.

Signature of Homeowner: _____ **Date:** _____

Upon completion of the approved work, please return this completed form to:
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