



PETRINI PLACE HOMOWNER'S ASSOCIATION

APPLICATION FOR ARCHITECTURAL MODIFICATION

Electrical, Plumbing, Flooring, Structural, Remodeling, Renovation

Petrini Place is a 134-Unit, gated condominium complex with specific rules for architectural modifications inside and outside of an owner's unit. Please read the following Application for Architectural Modification before scheduling or beginning any work. If you have any questions, call the Front Office (415) 931-6423 or email petrinimanager@bwpm.com for more information.

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WARNINGS – PLEASE READ FIRST

- **IF ANY REMODELING OR MODIFICATION IS MADE WITHOUT DOCUMENTATION AND APPROVAL, THE BOARD OF DIRECTORS CAN DEMAND THE IMPROVEMENT BE REMOVED COMPLETELY AT THE OWNER'S PERSONAL EXPENSE.**
- **AFTER YOUR APPLICATION FOR ARCHITECTURAL MODIFICATION IS APPROVED AND BEFORE YOU BEGIN WORK, YOU MUST SUBMIT ALL DOCUMENTATION INCLUDING PERMITS, INSURANCE, LICENSES AND A SIGNED COPY OF THE PETRINI PLACE JOB SITE RULES. AFTER WORK IS COMPLETE, A SIGNED-OFF COPY OF THE PERMITS MUST BE SUBMITTED IF PERMITS WERE REQUIRED.**
- **All entrances & routes are monitored by CAMERAS and RECORDED 24/7**

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- ARCHITECTURAL CONTROL RULES & GUIDELINES FOR REMODELING OF UNITS-

The Village at Petrini Place PETRIN PLACE was built in 2002. We are a 331,000 sq ft, 134-unit mixed use condominium complex centrally located in San Francisco, in the North of Panhandle (NOPA) neighborhood. Our footprint covers almost one city block bordered by Fulton Street, Masonic Ave, Central Ave and McAllister Street. Unit Owners are part of a Home Owner's Association (HOA).

The general policy of the Association is to encourage improvements and updating. These guidelines serve to minimize disruption and inconvenience to other owners, residents, and the Petrini Place Homeowner's Association. Living in a condominium requires that we respect our neighbors by ensuring everyone's safety during construction and by ensuring that all resulting work will not be endangering to life or property.

ARCHITECTURAL CONTROL RULES

Plans and specifications showing the nature, kind, shape, color, size, materials and location of any proposed improvements or alterations, shall be submitted to the Board or to the Architectural Control Committee for approval as to quality of workmanship and design and harmony of external design with existing structures, and as to location in relation to surrounding structures, topography, and finish grade elevation.

No permission or approval shall be required to repaint in accordance with Declarant's original color scheme, or to rebuild in accordance with Declarant's original plans and specifications. No permission or approval shall be required to repaint in accordance with a color scheme previously approved by the Board or the Committee, or to rebuild in accordance with plans and specifications previously approved by the Board or by the Committee. Nothing contained in this paragraph shall be construed to limit the right of an Owner to paint the interior of his or her Unit any color desired.

No landscaping or other physical improvements or additions shall be made to any Balconies or Decks that are visible from the street or from the Common Area by any Owner until plans and specifications showing the nature, kind, shape and location of the materials shall have been submitted to and approved in writing by the Board or by an Architectural Control Committee appointed by the Board.

GUIDELINE FOR REMODELING OF UNITS

1. An **APPLICATION FOR ARCHITECTURAL MODIFICATION** and a copy of the proposed remodeling with construction drawings must be delivered to the management company for Board approval at least **3 weeks prior** to the proposed commencement date. The proposal should include time frame and scope of work. No construction may commence without Board approval.
2. All work must comply with city codes and have the appropriate permits. Copies of all permits, Conditions of Approval and any other documents issued by the City Building Dept. must be provided to the management company along with drawings, **72 hours prior** to the start of construction.
3. No changes or any intrusion can be made to any of the exterior walls, ceiling or balcony without prior written approval from the Board of Directors. These include any alterations to exclusive use area balconies or to windows and window frames. Any special report needed from an expert to provide the Board of Directors with the assurance that their approval is supported into perpetuity, will be an expense back to the owner.
4. Inspection by the Onsite Property Manager, the Architectural Committee or the management company of the construction area should be allowed during any working hour or by arrangement after working hours.

If the construction does not match the plans submitted to the HOA, the Association can order the work to stop.

5. Contractors must have liability insurance of \$500,000 or more, meet or exceed an AM Best Rating of A-6 or better and name **Petrini Place Homeowner's Association as an additional insured.**
6. A copy of these guidelines and the rules and regulations construction rules (See: **PETRINI JOB SITE RULES**) must be given to the contractor prior to signing of the contract, and a signed acknowledgement must be delivered to the management company prior to the start of any work.
7. The owner is responsible for all fees charged by the management company for supervision or additional services related to construction.
8. Work is limited to weekdays from 9 a.m. to 5 p.m. Monday through Friday only. No work is permitted on Saturday, Sundays or holidays established by the Petrini Place Homeowner's Association.
9. All construction debris must be cleaned up at the end of each day. All construction workers and materials are only to come into the building through RESERVED AND PADDED ELEVATOR and appropriate carpeting protection must be laid down around the unit door (See Job Site Rules). No waste is to be disposed of in Association drains or trash receptacles. **NO MATERIALS SHALL BE BROUGHT THROUGH THE LOBBY.**
10. If water needs to be shut off during remodeling (individual units on the property cannot be independently isolated as there are no unit water valves – the entire property must be shutdown to work on any one unit), it is the owner's responsibility to get approval and a scheduled shutdown from the Onsite Property Manager. Water shutdowns can happen at most once a month, no two shutdowns can happen less than two weeks apart, shutdowns are typically on Tuesdays or Thursdays from 10am to 2pm. Approval from the Onsite Property Manager will depend on staff availability and other scheduled property work.
11. The owner is responsible for keeping neighbors and management advised of the remodeling as it affects them. This relates to noise or any inconvenience the neighbors may experience.
12. (New Change) The following approved change, as of March 2006 to the CC&Rs, now provides an option for ground floor owners to install something other than carpeting (as strictly required in the governing documents), therefore, the Association hereby amends and modifies said Declaration as follows:
 1. Article VII, Section 8 is amended to read as follows:
Section 7.8 Floor Covering. Each bedroom (except on ground floor Units and within Townhouse Units) shall be fully carpeted, and all hardwood or hard surface flooring installed in Units must be installed over an acoustical underlayment in accordance with guidelines established by the Association in order to reduce noise and maximize quiet enjoyment of all Owners.

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- HARD MATERIAL FLOORING ACOUSTIC REQUIREMENTS -

THIS SECTION REFERS TO WOOD, TILE, LAMINATE

1. It is required by the Association with the developer's direction, that all hard material flooring (hardwood or ceramic tiles) be installed with an adequate "**Acoustic Isolation Barrier**" to provide soundproofing for neighboring units. **A floor underlayment product must be included in all Applications for this modification. Based on professional testing done on the building, we require all hard-surface flooring meet an IIC rating of 60 or better as measured horizontally (1/06). Any resident requesting hard surface flooring installation will have to provide evidence of this rating from their contractor.**
2. The City of San Francisco Article 29 Regulations of Noise, contained in Section 2900 of San Francisco Police Code discusses acceptable acoustical criteria between multi-family residential dwelling units or between common spaces in the same building. Section 2901.11, titled "Unnecessary, Excessive, or Offensive Noise."

Unnecessary, excessive, or offensive noise shall mean any sound or noise conflicting with the criteria, standards, or level set forth in this article for permissible noise. In the absence of specific maximum noise levels, a noise level which exceeds the ambient noise level by 5dBA or more, when measured at the nearest property line or, in the case of multi-family residential buildings, when measured anywhere in the one dwelling unit with respect to a noise emanating from another dwelling unit or from a common space in the same building, shall be deemed a prima facie violation of this article. (Ordinance 309-73, App. 8/10/73).

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- PETRINI ARCHITECTURAL MODIFICATION Q&A -

ARCHITECTURAL CHANGES

Q: What are examples of architectural changes that are **not allowed and will most likely never be approved**?

A: There are some things that cannot be modified as part of living within a Home Owner's Association. Some examples of modification that would most likely never be approved:

1. Converting any portion of the unit into an additional bedroom (e.g. 2 bedrooms can't be converted into a 3 bedroom and a 1 bedroom can't be converted into a 2 bedroom). This is based on the designed occupancy and use of common utilities including water/sewage and trash.
2. Interior structural changes (removing or adding walls), combining rooms or partitioning rooms (this is prohibited due to fire code and the need to redesign the sprinklers and the smoke detector and alarms within the unit).
3. Relocating plumbing fixtures (tub/shower, toilets) from their general locations (you can not switch the locations of a toilet and a shower for example).
4. Adding skylights for top floor units or adding or removing any windows or sliding glass doors.
5. Adding any permanent or attached privacy screening, structures or alterations to exterior balconies and patios.
6. Adding solar panels, solar lights, string lights to any balcony, patio, railing or walls.
7. Adding or altering any lighting fixtures to the exterior of your unit (hallway, balcony or patio).
8. Installing in-wall, wall hung or exterior units for air conditioning or ventilation.
9. Changing any door or window to a different style, shape or construction including adding films to the glass to reduce light intensity or to add privacy.

Q: What are examples of architectural changes I desire and requires an approval?

A: Typical Architectural Modifications are:

1. Most bath and kitchen remodels. Work that replaces fixtures, cabinets, countertops and adds/removes/changes electrical outlets and lighting. Work requiring a water shutoff, permits and/or a licensed contractor. Work that could affect the structural integrity of any wall, floor or ceiling area or that could affect any adjacent unit.
2. All flooring changes including hardwood, tile, carpeting, laminates and vinyl.
3. Modifying any shared wall between two adjacent units (including built-ins, hanging heavy objects or shelving units).
4. Replacing any heater or wall/ceiling fan, adding new junction boxes or any new in-wall wiring.
5. Installing additional lights, moving lighting fixture locations or removing lights.

DECORATING

Q: What can I do in my unit that **does NOT require an application or permission from the HOA**?

A: There are a variety of things you can do without the need to submit an application. *If ever in doubt, always check before you start work by asking the Onsite Property Manager.* However, in general you can do the following without permission (But the PETRINI JOB SITE RULES STILL MUST BE FOLLOWED – and the form signed):

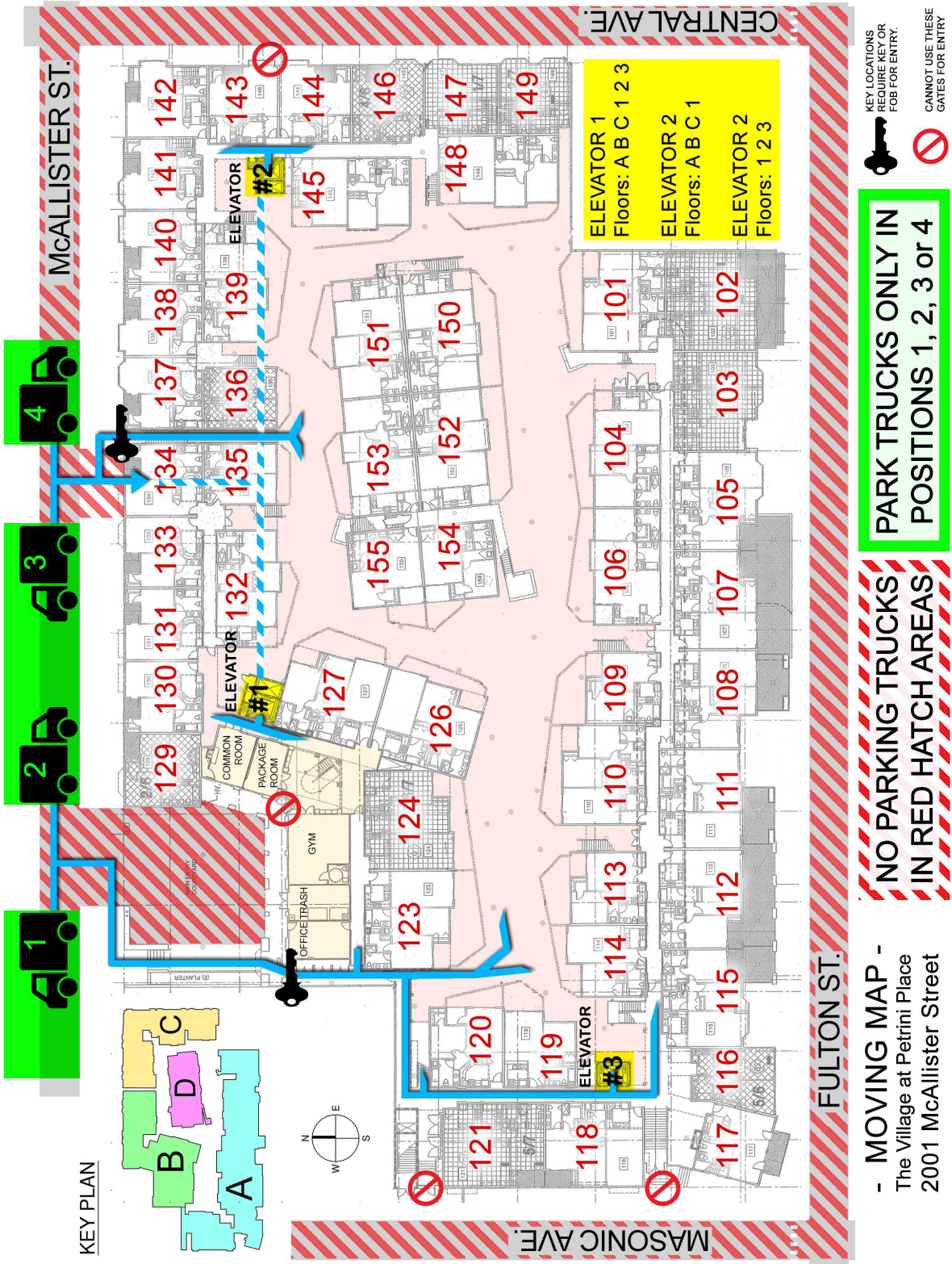
1. Paint interior surfaces the color and finish of your choice, apply wallpaper or other decorative wall treatments.
2. Refinish cabinetry, polish countertops or terrazzo shower pans.
3. Replace appliances (that do not require a water shutoff during installation). Examples are microwave, stove/oven, refrigerator, dishwasher, faucets and garbage disposal.
4. Install blinds, curtains, and shades.
5. Connect cable boxes, internet modems and routers to existing outlets.
6. Install new furniture, throw rugs, plug in lamps and hang most light artwork on walls (anything requiring special hangers or bolts penetrating the shared walls needs permission).
7. Replace an interior light fixture with similar design without altering the fixture's junction box or increasing amperage.
8. Add an electronic deadbolt and video doorbell to the exterior of your front door.
9. Add a door mat of your design outside your front door (not to exceed the width of your door or protrude into the middle of the hallway).
10. Add plants in moveable planters, typical patio furniture, gas grill and small throw rugs on your balcony or patio (see documents for more details).

PETRIN PLACE HOMEOWNERS' ASSOCIATION

- JOB SITE RULES -

PLEASE SEE THE "JOB SITE RULES" DOCUMENT ON THE PETRINI PLACE WEBSITE

- PETRINI DELIVERY MAP WITH PARKING AND ENTRY LOCATIONS -



PETRIN PLACE HOMEOWNERS' ASSOCIATION

- APPLICATION FOR ARCHITECTURAL MODIFICATION -

IF ANY REMODELING OR MODIFICATION IS MADE WITHOUT DOCUMENTATION AND APPROVAL, THE BOARD OF DIRECTORS CAN DEMAND THE IMPROVEMENT BE REMOVED COMPLETELY AT THE OWNER'S PERSONAL EXPENSE

EMAIL COMPLETED FORM with ATTACHMENTS TO: petrinimanager@bwpm.com
ALTERNATLY, YOU MAY DELIVERY PAPER COPIES TO THE FRONT OFFICE DURING BUSINESS HOURS

UNIT NO: _____

APPLICATION DATE: ____/____/____

FROM: Name: _____

Email: _____

Phone: _____

Owner Signature (Sign)

DESCRIPTION OF PROPOSED MODIFICATION (use additional pages if needed & check ☐)

Attach mandatory plans, drawings, renderings, sketches, contractor information (license, insurance)

ARCHITECTURAL COMMITTEE ACTION: APPROVED ☐ DENIED ☐

COMMENTS:

Name/Signature of Representative

Title of Representative

Date