



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

Unit Modification Application Checklist

“Complete” applications contain the following items:

- ✓ 1 Completed Application cover page signed by the legal owner of the unit.
- ✓ \$100 application fee.
- ✓ Brief descriptive outline of work to be performed.
 - Flooring alteration requests shall specify which of the currently approved underlayments will be used (see “Approved Flooring Insulation Underlayments” list).
 - Window alteration requests require “before” and “after” diagrams if frame configuration will be different than existing (See Window Specifications).
 - Structural alteration requests require a Structural Engineer’s report outlining implications of proposed changes and mitigating steps to be taken (See Structural Engineer report specifications).
- ✓ “Before” Unit Floor plan (available at WCA office).
- ✓ “After” Unit Floor plan in the case of structural modifications, complete remodels or flooring requests.
- ✓ Signed Construction Debris Addendum.
- ✓ Signed Flooring Addendum if applicable.
- ✓ “Summary of Building Permits Required” page left blank.

Only “Complete” applications shall be approved and/or submitted to the ACC for review.



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

(see review schedule)

Legal Owner's Name: _____

Unit No. & Address: _____

Telephone (home): _____ (other): _____

Contractor: _____ CA. Lic # _____

Address: _____

Phone: _____

Unit Type: _____ WCA office review date: _____

ACC review date: _____ BOD review date: _____

The Watergate Community Association (WCA), its employees, and its agents will not assume liability for damages caused by or as a consequence of any modifications, whether or not it was caused by positive acts or omissions. As specified in the governing documents, the owners bear all responsibility and/or liability to persons, property, etc. This is not modified or altered by WCA inspections and/or approvals.

I have reviewed the governing documents, rules and Architectural Control Committee (ACC) guidelines and agree to abide by them.

Signature of Owner: _____ Date: _____

~ WCA Office Use Only ~

1 Complete set of modification details included? Yes _____ No _____

Fees paid? \$ 100.00 Receipt #: _____

WCA office verification: _____ Date: _____



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

SCOPE OF WORK OUTLINE

I, _____, the legal owner of _____, request approval
Name Address
from the Watergate Board of Directors to complete the following modifications to my Unit:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____



WATERGATE COMMUNITY ASSOCIATION

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UNIT MODIFICATION REQUIREMENTS

The Association recognizes your desire to improve the comfort and value of your home. The Board of Directors and fellow Homeowners encourage such modifications as these improvements benefit the community as a whole. Some types of modifications, however, are subject to Board, and/or WCA office approval, and as such, require applications to be filed with the WCA office.

The following items are excerpts from the Watergate Community Rules that pertain directly to Unit Modifications, hours of construction, and responsibilities for maintaining Common Area cleanliness:

Page 21, #13 of the WCA rulebook states: *“Structural alterations to units require approval from the Architectural Control Committee and the Board of Directors. Unit modifications may require similar approval. Application forms and instructions are available at the WCA office.”* If you have any doubts as to whether the work that you are doing in your unit requires Board Approval, please do not hesitate to contact the WCA office.

Page 21, #14 of the Community Association rulebook: *“All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA’s trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.”*

Page 22, #15 of the WCA Rulebook it states: *“Hours permitted for construction from 8:00 a.m. to 5 p.m. on Monday through Friday. Weekend work is allowed with prior approval from WCA.”*

Your signature below acknowledges that you have read and understood the rules pertaining to alterations within your separate interest Unit and will make every effort to adhere to them. Specific information as to what types of modifications require approval, as well as application schedules and guidelines are available at the WCA at your convenience during regular office hours (Monday through Friday, 8:30 a.m. – 5:30 p.m. excluding holidays).

Owner’s Name/Address/Signature

Date



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CONSTRUCTION DEBRIS ADDENDUM

HOMEOWNER'S RESPONSIBILITY

Your signature signifies that as the legal owner of the unit listed below, you understand and agree to be responsible (financially or otherwise) to ensure that the Common Area (including but not limited to the hallways, elevators, lobbies and parking facilities) leading to and from your unit is kept free of resulting dirt and/or debris and that all related debris and refuse will be disposed of off-site. All costs incurred by the Association to remedy the observed defective condition will be the sole responsibility of the unit owner. Furthermore, the costs to return the Common Area to pre-construction condition shall be billed to the owner and paid within 15 days of said billing.

In this regards, page 21, #14 of the Community Association rulebook states: *“All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA’s trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.”*

Owner's Name/Address/Signature

Date



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FLOORING ADDENDUM

HOMEOWNER'S RESPONSIBILITY

The installation of flooring other than carpeting in a unit (excluding the bathroom and kitchen) requires the approval of the Architectural Control Committee and the WCA Board of Directors. Such Flooring will be installed with WCA approved insulation. Your signature below signifies that as the owner of the specified address, you understand and agree to be responsible to take immediate steps to eliminate the cause for complaints that arise from the transmission of noise that is related in any way to the installation of flooring other than carpeting.

In this regards, page 29, article 6.8 of the Watergate CC&Rs states: *Owners shall install and maintain at their sole expense rugs or carpeting on surfaces within their Units, or take other mitigating measures, where noise may disturb another resident.*"

Owner's Name/Address/Signature

Date



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SUMMARY OF BUILDING PERMITS REQUIRED

~ WCA OFFICE USE ONLY ~

BUILDING: *Yes / No:* _____

MECHANICAL: *Yes / No:* _____

ELECTRICAL: *Yes / No:* _____

PLUMBING: *Yes / No:* _____

STRUCTURAL: *Yes / No:* _____

ASBESTOS: *Yes / No:* _____

ACC RECOMMENDATION, BOARD ACTION & WCA FOLLOW-UP

WCA Considerations/Comments: _____ Date: _____

Architectural Control Committee Recommendations: _____ Date: _____

Board of Directors Remarks: _____ Date: _____

WCA Follow-up:

Outstanding Certificates: _____

Date of final inspection: _____ Date file closed: _____