



WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: wcaoffice@watergatehoa.com Website: watergatehoa.com

Unit Modification Requirements Quick Guide

No WCA approval required:

- 1) Painting, carpeting, wall papering, wood paneling or window coverings
- 2) Bathroom and/or kitchen flooring alterations
- 3) Baseboard and/or trim replacement/installation
- 4) Minor electrical upgrades without change to location or load such as replacement of GFI outlets, switches, light fixtures, etc.*
- 5) Replacement in-kind of kitchen cabinets and countertops (no change in size or weight)*
- 6) Replacement in-kind of bathroom vanity cabinets and countertops
- 7) Minor plumbing upgrades without change in location such as replacement of sink, faucets, angle-stops, toilets, showerheads, etc*
- 8) Removal/replacement of interior doors and shelves
- 9) Replacement of existing dishwasher* or other appliances

WCA office approval: (no application deadline or BOD meeting schedule)

- 1) Wood or wood-type flooring replacement or installations other than bathroom or kitchen
- 2) Ceramic tile flooring replacement or installations other than bathroom or kitchen
- 3) Windows and sliding glass door replacement
- 4) Asbestos removal
- 5) Deck tile or coating installations
- 6) Tub tile surround repairs
- 7) Satellite Dish installation

Board approval required: (see application schedule for deadlines and meeting dates)

- 1) Wall removal, wall creation, wall relocation, pass-through window installation
- 2) Alterations affecting the load bearing capacity of a wall (large, wall-mounted TV, larger than existing wall-mounted kitchen cabinets, heavy shelving)
- 3) Ceiling sheetrock removal or asbestos encapsulation
- 4) Tub tile surround replacement (cosmetic)
- 5) Tub replacement and/or removal (includes walk-in shower, Jacuzzi tub, etc)
- 6) Marble tile flooring installation
- 7) Major electrical renovation such as recessed lighting, relocation or addition of switches or outlets, & renovation/replacement of electrical panel
- 8) Low-voltage wiring installations such as telephone and television cable
- 9) Bathroom ceiling fan replacement
- 10) Stove hood-fan alterations
- 11) Wall/ceiling insulation
- 12) Removal/replacement of sheetrock
- 13) Installation of new dishwasher

Please consult the Unit Modification Application Guidelines and Procedures for complete information.

* May require City of Emeryville Building, Plumbing, Electrical, etc. Permit



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2017 Unit Modification Review Schedule*

Application Deadline	ACC Meeting Dates ^	BOD Meeting Dates
Tuesday, Jan. 3	Wednesday, Jan. 11	Monday, Jan. 23
Monday, Feb. 6	Wednesday, Feb. 15	Monday, Feb. 27
Monday, Feb. 27	Wednesday, Mar. 8	Monday, Mar. 20
Monday, Mar. 27	Wednesday, Apr. 5	Monday, Apr. 17
Monday, May 1	Wednesday, May 10	Monday, May 22
Monday, May 29	Wednesday, June 7	Monday, June 19
Monday, July 3	Wednesday, July 12	Monday, July 24
Monday, July 31	Wednesday, Aug. 9	Monday, Aug. 21
Monday, Aug. 28	Wednesday, Sept. 6	Monday, Sept. 18
Monday, Oct. 2	Wednesday, Oct. 11	Monday, Oct. 23
Monday, Oct. 30	Wednesday, Nov. 8	Monday, Nov. 20
Monday, Nov. 20	Wednesday, Nov. 29	Monday, Dec. 11

Complete applications are to be submitted to the WCA office Monday through Friday, 8:30a.m. – 5:30p.m.

In order to expedite your application, please plan to attend both the ACC and BOD meetings. WCA staff will not be responsible for delays caused by incomplete applications or unresolved committee issues.

BOD meetings take place at 6:00 p.m. at the Clipper Club as per the above schedule. Contact the WCA office at (510) 428-0118 to confirm times and locations for ACC meetings.

***This schedule is applicable to renovation items requiring Board approval only. See attached for items that require WCA office approval, and/or items that do not require any approval.**

^ACC meeting schedule subject to change depending on availability of committee members