

# HUNTINGTON LANDMARK SENIOR ADULT COMMUNITY

## WELCOME NEW RESIDENTS!



COMMUNITY REGISTRATION - Please complete the attached documents and return them to the management office along with the items listed below:

### OWNERS:

- ☐ A COPY OF YOUR GRANT DEED **AND** CLOSING ESCROW DOCUMENTS
- ☐ NEW RESIDENT INFORMATION SHEET (INCLUDED WITH THIS PACKET)
- ☐ CURRENT REGISTRATION & INSURANCE FOR ALL VEHICLES
- ☐ PROCESSING FEE – A \$100.00 CHECK OR MONEY ORDER MADE PAYABLE TO “HUNTINGTON LANDMARK”
- ☐ AGE VERIFICATION FOR EACH RESIDENT (DRIVER LICENSE OR BIRTH CERTIFICATE)
- ☐ OWNER/LESSEE INSURANCE ACKNOWLEDGMENT FORM (INCLUDED WITH THIS PACKET)
- ☐ RFID CHIP FEE – A \$50.00 CHECK OR MONEY ORDER (PER VEHICLE) PAYABLE TO “HUNTINGTON LANDMARK” (NOTE: THE FIRST TWO (2) RFID CHIPS ISSUED AT THIS ADDRESS TO THE OWNER OF RECORD ARE FREE OF CHARGE).
- ☐ COPY OF YOUR HOMEOWNER’S INSURANCE
- ☐ GUEST LIST APPLICATION
- ☐ ALTERATIONS AGREEMENT
- ☐ HOMEOWNER/TENANT COMPLIANCE RESPONSIBILITY AGREEMENT

### TENANTS:

- ☐ A COPY OF YOUR LEASE AGREEMENT
- ☐ NEW RESIDENT INFORMATION SHEET (INCLUDED WITH THIS PACKET)
- ☐ CURRENT REGISTRATION & INSURANCE FOR ALL VEHICLES
- ☐ PROCESSING FEE – A \$100.00 CHECK OR MONEY ORDER MADE PAYABLE TO “HUNTINGTON LANDMARK”
- ☐ AGE VERIFICATION FOR EACH RESIDENT (DRIVER LICENSE OR BIRTH CERTIFICATE)
- ☐ OWNER/LESSEE INSURANCE ACKNOWLEDGMENT FORM (INCLUDED WITH THIS PACKET)
- ☐ RFID CHIP FEE – A \$50.00 CHECK OR MONEY ORDER (PER VEHICLE) PAYABLE TO “HUNTINGTON LANDMARK”
- ☐ COPY OF YOUR RENTER’S INSURANCE
- ☐ GUEST LIST APPLICATION
- ☐ ALTERATIONS AGREEMENT
- ☐ HOMEOWNER/TENANT COMPLIANCE RESPONSIBILITY AGREEMENT

**ALL CHECKS AND MONEY ORDERS ARE TO BE MADE PAYABLE TO  
“HUNTINGTON LANDMARK”**

HUNTINGTON LANDMARK SENIOR ADULT COMMUNITY  
CONTACT INFORMATION AND RFID CHIP APPLICATION

<b>UNIT #:</b>	<b>STREET ADDRESS:</b>		<b>DATE:</b>
<b>INFORMATION</b>	<b>RESIDENT #1</b>	<b>RESIDENT #2</b>	<b>RESIDENT #3</b>
Last Name			
First Name and M.I.			
DOB			
Unit Owner: Y or N			
Home Phone			
Mobile Phone			
Email Address			
<b>OFFSITE OWNER (if Residents are tenants):</b>		First and M.I:	
Last Name			
Address:			
Home Phone:		Mobile Phone:	Email:
<b>EMERGENCY CONTACTS: In case of accident, injury, illness, etc. to resident(s), notify these contacts:</b>			
Name #1	Relationship	Home Phone	Mobile Phone
Name #2	Relationship	Home Phone	Mobile Phone
<b>KEY CONTACT: Someone living nearby who has the key to access your unit in an emergency (plumbing, electrical, etc.).</b>			
Name	Relationship	Home Phone	Mobile Phone



HUNTINGTON LANDMARK SENIOR ADULT COMMUNITY  
CONTACT INFORMATION AND RFID CHIP APPLICATION

INFORMATION	VEHICLE #1	VEHICLE #2	VEHICLE #3
Year			
Make			
Model			
MP Code on State Vehicle Registration			
License State			
License Number			
Can Your Vehicle be Plugged-in? Yes or No			
	Resident #1	Resident #2	Resident #3
Signature			
Date			

**OFFICE USE ONLY**

Information	Vehicle #1	Vehicle #2	Vehicle #3
RFID Number Assigned			
State Vehicle Registration Scanned? (✓)			
Proof of Vehicle Insurance Scanned? (✓)			
Information	Resident #1	Resident #2	Resident #3
Driver's License Scanned? (✓)			



## HOMEOWNER/TENANT COMPLIANCE RESPONSIBILITY

### **CC&R's pg. 26, Section 4.21 Compliance with Community Restrictions:**

Owner, tenant or occupant of a condominium shall comply with the provisions of the Community Documents, CC&R's, Rules & Regulations, and the Community Restrictions. If an Owner, his/her family, tenant, guests, invitees, or contractors violate any of the Community Restrictions, disciplinary action may be taken in accordance with this Declaration and the Bylaws.

Such disciplinary action may include, without limitation, subject to applicable limitations in the Bylaws, levy of Extraordinary Assessments as provided in Section 10.12, imposition of an extraordinary charge/fine upon such Owner for each violation, suspension of the right of such owner to vote his/her membership in the Association.

### **CC&R's pgs. 26-27, Section 4.22 Liability of Owners for Damage to Residential Common Areas:**

The Owner of each Unit shall be liable to the Association for all losses or damage, including without limitation reasonable attorneys' fees and cost thereby incurred, to the Residential Common Areas, Master Common Area, or equipment or improvements thereon caused by such Owner or by any occupant, lessee, or guest of such Owner of such Unit.

**I have read and understand Section 4.21 that Owners will be held responsible for any infractions by their family, tenants, guests, invitees, or contractors and accept and agree to all its terms and conditions. I enter into this agreement with full knowledge of its effect.**

Owner \_\_\_\_\_  
Print Name

Date \_\_\_\_\_

Owner \_\_\_\_\_  
Signature

Tenant \_\_\_\_\_  
Print Name

Date \_\_\_\_\_

Tenant \_\_\_\_\_  
Signature



**HUNTINGTON LANDMARK SENIOR ADULT COMMUNITY ASSOCIATION**  
**OWNER/LESSEE INSURANCE ACKNOWLEDGEMENT**

Distributed by the Board of Directors

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_  
Street Unit# City State Zip Code

I hereby acknowledge that I have ☐ **YES** -OR- I do not have ☐ **NO** comprehensive general liability insurance as per the provisions of Article IV, Section 4.23\*, of the Declaration of Covenants, Conditions, Restrictions, and Easements for the Huntington Landmark Senior Adult Community Association.

My insurance carrier is: \_\_\_\_\_

My Policy #: \_\_\_\_\_ Expires: \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_

Please check **ONE** box below:

☐ Huntington Landmark **IS** named as an "Additional Insured"

☐ My carrier **WILL NOT** name Huntington Landmark as and "Additional Insured"

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Article IV, Section 4.23 of the Association's Declaration reads in full as follows:**

- 4.23. Owner's Insurance Obligations. Each Owner and/or lessee of any Unit shall procure and maintain comprehensive general liability insurance with respect to such Owner's Unit and the Restricted Residential Common Area appurtenant to such Owner's Unit. The Association shall be named as an additional insured on any such comprehensive liability insurance. Owners and lessees of Owners shall also procure and maintain, to the extent deemed desirable by each such Owner or Lessee, property insurance covering the contents and personal property within such Owner's Unit. That portion of the Owner or Lessee alterations, improvements, and additions to the interior of the Unit, and owner or lessee upgrading, including but not limited to fixtures, cabinets, mirrors, floor coverings, wall coverings, in the Unit whose replacement cost is greater than the replacement cost of like items originally installed by the developer are the responsibility of the Owner or Lessee to insure. The Association shall have no obligation or liability whatsoever for any replacement cost above the replacement cost of originally installed equipment. No Owner or Lessee shall have the right to file a claim under any policy of insurance procured and obtained by the Association without first obtaining the written consent of the Board of Directors. With respect to any claim, loss or liability incurred by Owners, all insurance procured by Owners or Lessees shall be considered primary, and any insurance procured by the Association shall be considered secondary and noncontributory.

Please return to Huntington Landmark Management Office,  
20880 Oakridge Lane, Huntington Beach, CA 92646

## HUNTINGTON LANDMARK ACC/HB CITY PROJECT APPROVAL MATRIX

*This list is not to be construed as all-inclusive. In the event of a discrepancy between this document and City of Huntington Beach requirements, the most restrictive standard will prevail. Contact Management office with any questions.*

**Approved by Board of Directors 09/02/2021**

### **ACC Approval and HB City permit are required for alterations or changes to a Unit or garage for the following:**

Air conditioners – condenser placed in patio/balcony, otherwise covenant restrictions apply;  
Awnings – over 54" or electric (must also submit architectural drawings and ACC electrical application);  
Bathroom remodel – if plumbing, drywall and/or electrical are changed, tub/shower replaced;  
Chair lift (except low DC voltage);  
Doors, exterior – non-retrofit, pre-hung (removal of existing frame), 2nd-story Unit doors must be fire-rated to code;  
Doors, interior – if enlarged or structural wall is altered;  
Dryer venting changes;  
Electrical – addition of wiring/outlet or fixture (in walls or ceiling) where none exists;  
Electrical – exterior outlet;  
Electrical – interior ceiling fans, additional switches, and outlets;  
Elevators;  
Fences (slump stone/block wall);  
Furnaces/forced air units;  
Furnace venting – relocating;  
Garage doors (see Maintenance specs);  
Plumbing – moving drains or pipes in walls or floor for tub, toilet, or sink;  
Skylights (15"x15" or larger);  
Solar energy system;  
Tubs/showers, hydro-tubs;  
Walls, interior – add/move/remove wall(s) requires certification and wet stamp by a certified structural engineer;  
Water heaters – tank-type and tankless;  
Water softeners/water treatment equipment;  
Windows – non-retrofit (new location/frame) requires certified drawings with a certified structural engineer wet stamp.

### **No HB City permit or ACC approval (IF no in-wall or floor plumbing, no electrical changes, no drywall removal):**

Bathroom upgrade – cabinet/countertop/sink/toilet, medicine cabinet in existing spaces, same-for-same;  
Doors (interior) – retrofit (existing frame remains intact);  
Electrical – switch/outlet/plate (retrofit, same location);  
Electrical – exhaust fan (retrofit, same location);  
Flooring – interior (first floor only, 2nd story flooring required approval);  
Kitchen upgrade – cabinet/countertop/sink/appliances in existing spaces, same-for-same;  
Paint and wallpaper;  
Water – valves and drain lines within Unit interior.

*(Continued on second page...)*

## HUNTINGTON LANDMARK ACC/HB CITY PROJECT APPROVAL MATRIX

### ACC Approval but no HB City permit is required for the following:

Acoustic ceiling material removal – all phases due to asbestos containment and abatement (Phase 1 also requires ACC approval due to electrical heating);

Attachments – attachments to exterior structure, hanging plants also require Landscape Committee approval and sign-off;

Awnings – under 54" and manual, including replacement of fabric;

Cement – walkways where one does not exist or existing needs repair;

Chair lift (low DC voltage) – needs electrical permit;

Doors, exterior – retrofit (existing frame intact), non-retrofit pre-hung (removal of existing frame)

Doors at 2<sup>nd</sup> story Units – door must be fire rated;

Doors, interior – if non-structural wall is altered;

Doors, security/screen – including retractable screen doors;

Flagpole brackets – in wood (not on stucco, shingles, or vinyl fence);

Flood lights – on existing exterior fixture;

Flooring changes – 2nd story Units, *interior only*;

Garage – door opener;

Garage – shelves (built-in or changes to existing storage);

Gutters/downspouts – new install and changes to existing;

Handrails – installed by owner (must meet code);

Laundry room doors – in patio or balcony;

Patio epoxy coating;

Satellite dish – fascia-mount only, no roof penetrations;

Skylights/"Solatubes" (14"x14" or smaller);

Windows – retrofit (existing frame intact);

Windows – screens (new must match window frame);

Windows – tint;

Wrought iron gate privacy screens.

### The following items are **NOT** allowed:

Artificial foliage;

Atrium covers – at *Breakers* model Units;

Flag poles (permanent, free-standing);

Garden windows;

Gate decorations/attachments;

Hanging planter boxes over vinyl fences;

Hanging sunshades or blinds on outside of windows or on patios/balconies;

Murals painted on stucco within atriums or on patio walls;

Patio tile

Plastic/fiberglass sheathing over open roofs;

Sheds/structures above fence line;

String lights hung from beams/fascia boards of patios and balconies (permitted holidays excluded);

Tile/pavers/carpet/epoxy coating on balconies and breezeway floor;

Vinyl fence attachments;

Windows – exterior sills/shelves/boxes;

### I acknowledge receipt of this document:

Print Name:

Signature:

Unit #:

Date:

# CONDO ALTERATIONS

## MUST BE APPROVED BY ACC

**With some exceptions, all alterations shall not be made to units, buildings or landscaping without prior approval by the Architectural Control Committee (ACC).**

**The following requirements apply; details and applications are available in the Management Office.**

1. Applications for alterations must be submitted by unit owners, not tenants.
2. Alterations to the exterior of buildings must be approved by the Architectural Control Committee.
3. Alterations to the interior of units and/or patios/balconies that affect ceilings, walls, floors, windows, doors, fences and water, drain, sewer, electrical or gas lines must be approved by the Architectural Control Committee.
4. Changes to the interior of units not affecting building structures or utility systems such as painting, carpeting, cabinets, fixtures, etc. do not require approval. Check with the Management Office for detailed exemptions.
5. Alterations to any portion of assigned garages must be approved by the Architectural Control Committee.
6. Alteration to the landscape outside of units must be approved by the Landscape Committee. Check with the Management Office for a list of approved plants.

**\*\*\*SEE ATTACHED ACC MATRIX\*\*\***

### UNDERSTANDING

I/We have read, understand and agree to abide by the above requirements. I/We also agree to remove any unauthorized alterations and restore my/our unit, patio/balcony, building and/or garage to its original condition at my/our expense.

_____	_____	_____	_____
Unit	Name(s)	Signature(s)	Date



# *Huntington Landmark*



Dear Residents:

All guests, (family, friends, resident-hired contractors, Uber/Lyft drivers, food deliveries, etc.) are prohibited to use the back Indianapolis Gate. The Indianapolis Gate is a **RESIDENT ONLY** entrance. Guests attempting access through the Indianapolis Gate often result in gate strikes. Residents are responsible for the \$500 repair and fine. Both gates have twenty-four-hour surveillance cameras which capture video footage, audio, and documents vehicle license plates. All guests must enter the community through the **Atlanta/Main Gate**. The address to provide for this gate entrance is:

**8641 Atlanta Ave.  
Huntington Beach, CA 92646  
Guard House: 714-960-1452**

Call ahead to the Atlanta Guard House with your guest information. You can also fill out the Guest List attached in this packet if you do not want to have to call ahead for certain guests.

Thank you,

*Management*

(714) 960-5475



## GUEST LIST APPLICATION

**NOTE:** By placing an individual on this list, you are authorizing their access into Landmark at any time, day or night, whether you are home or not. If you do not wish to grant an individual such unlimited access, you may call the guard house to authorize entry for a single visit.

### RESIDENT

Last Name	First Name	Unit	ID Number	Owner or Lessee	Telephone

### GUESTS

(maximum of 10 individual names per unit)

Last Name	First Name	Office Use

### NOTICE

- Guests must comply with Landmark Rules & Regulations; sponsoring resident is responsible for such compliance.
- Guests may use Landmark facilities (subject to posted restrictions) ONLY when accompanied by sponsoring resident.
- Visitations of guests under 45 years of age, are limited to a maximum of 60 days in any one year (CA Civil Code 51.3).
- Guests may not occupy a unit in the absence of the resident.
- Limit 10 Guests On List Per Unit.

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

dm: 03.12.2018

# Huntington Landmark



## E-BLAST & CALLFIRE CONSENT

One of the Management's goals is to provide Residents with accurate, up-to-date information. Apart from the distribution of the monthly *Landmark Living* newsletter, we use an automated **"EBLAST" system** to send information regarding upcoming events, urgent news, as well as any items for Board of Directors and Management. Notifications include Board Meeting notifications, urgent property-related notifications, agenda changes, club parties, ticket sales, and other recreational in addition to official notifications.

Also, as an option for Residents that do not use computers and email, Management uses the **"CALLFIRE" system**. "Callfire" is a mass-communication service which sends an automated message to Residents by phone. Residents who provide Management with a phone number for this service will be notified of vital information such as: road closures, upcoming power outages, water servicing, etc. Residents will receive an automated voice message that will leave a message on your voicemail should you be unable to answer the call.

<b>Name:</b>	<b>Unit #</b>
<b>Check One:</b> Owner <input type="checkbox"/> Tenant <input type="checkbox"/>	
<b>Phone #:</b>	
<b>Email:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>I wish to receive EBLAST NOTIFICATIONS:</b> <input type="checkbox"/>	
<b>I wish to receive CALLFIRE calls and voice messages:</b> <input type="checkbox"/>	

Your signature verifies that you have read and understand the statements above and are providing consent to receive indicated items.

Thank you,

*Management*