

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 (FROM HOMEOWNER) 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”**



WELCOME NEW RESIDENTS

Dear New Residents,

The Architectural Control Committee (ACC) would like to welcome you as a new owner of a condominium Unit at Huntington Landmark. We are aware that many owners wish to make renovations to their new home prior to moving into the community. As this may apply to you, we are taking this opportunity to inform you that living within a homeowner's association (HOA) introduces some challenges different from living in a private residence.

You own your Unit in common with all other owners in your phase, but the HOA maintains the actual building structure of your new home. Changes to the building by owners are not allowed. This includes the entire exterior of your Unit, including walls, fences, roof, beams, shingles, stucco, electrical, plumbing, satellite dish installation, etc.

As an owner, you may make changes to the interior of your unit. Some may not require written approval from the ACC, such as painting, carpeting, moldings, replacing interior doors, cabinets, etc. Other changes do require approval, and in some cases, a building permit from the City of Huntington Beach.

We want to ensure you are informed of projects requiring approval. We are enclosing a document demonstrating which changes need ACC approval and/or a building permit and which changes do not require approval. There are over thirty different applications available from Management which contain specifics regarding rules and procedures to follow. The ACC meets the first and third Tuesday of each month to review applications.

We hope that this information will assist you in your planning. If you require additional information, or if you would like a list of resident-recommended licensed contractors who have worked here, please contact the Management Office.

Thank you and Welcome to Huntington Landmark!

Sincerely,

FOR THE ARCHITECTURAL CONTROL COMMITTEE

Kimberly Pollard, PCAM, CMCA

General Manager, Huntington Landmark

HUNTINGTON LANDMARK ACC APPROVAL & HB CITY PERMITS

REV 2018.11.20 - DM

This list may not be all inclusive. In the event of a discrepancy between this document and City of Huntington Beach requirements, the most restrictive standard shall prevail.

ACC Approval and HB City Permit are required for alterations or changes to a unit or garage for the following:

- Air Conditioners;
- Atrium Covers - Breakers Units (note: dryer venting change);
- Awnings, over 54" or electric (must also have architectural drawings and an ACC electrical application);
- Bathroom Upgrade - if plumbing, drywall and/or electrical changed;
- Chair Lift (except low DC voltage);
- Doors, Exterior- non-retrofit (removal of existing frame);
- Doors, Interior - (if enlarged or structural wall is altered);
- Electrical wiring/outlet or fixture (in walls or ceiling) where none existed;
- Electric - exterior outlet;
- Electric - interior ceiling fans;
- Elevators;
- Fences (Slump Stone/Block Wall);
- Furnaces/Forced-Air Units;
- Furnace Venting, relocating;
- Garage Doors (see Maintenance Committee Specs);
- Hydro- tubs;
- Plumbing - Moving drains or pipes in walls or floor for tub, toilet or sink;
- Skylights (15" x 15" or larger);
- Tubs/Showers;
- Walls, Interior - add/move/remove, requires certification and wet stamp by a certified structural engineer;
- Water Heaters;
- Water Softeners/Water Treatment Equipment;
- Windows - Non-retrofit (new location/frame) requires certification and wet stamp by a certified structural engineer;
- Garden windows are NOT allowed.

No city permit or ACC approval (If no in-the-wall or floor, plumbing, electrical changes or drywall removal):

- Bathroom Upgrade (cabinet/counter top/sink/toilet, medicine cabinet in existing spaces same for same – NO tub replacements);
- Carpet, interior (first-floor only, 2nd story flooring requires approval);
- Doors, Interior – retrofit (existing frame intact);
- Electrical - switch/outlet/faceplate (retrofit, same location)
- Electrical - fixture or exhaust fan (retrofit, same location);
- Flooring, Interior (except 2nd-story Units);
- Kitchen Upgrade - (cabinet/countertop/sink/appliances in existing spaces, same-for-same);
- Paint and Wallpaper;
- Water - valves & drain lines within interior of unit.

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

- Acoustic Ceiling Removal - all phases due to asbestos containment (Phase 1- additionally requires ACC approval due to electric heating);
- Attachments – to building, hanging plants also require Landscape Committee approval and sign-off;
- Awnings (under 54" & manual, or replacement of fabric);
- Bathroom Exhaust Fans;
- Cement - walkways where one does not exist;
- Chair Lift (low DC voltage) needs electrical permit;
- Doors, Exterior - retrofit (existing frame intact);
- Doors, Interior - (if non-structural wall is altered);
- Doors, Security/Screen - (including retractable screen);
- Flag Pole Brackets - in wood (not stucco or shingles);
- Flood Lights - in exterior existing fixture;
- Flooring Changes - 2nd story Units;
- Garage - door opener;
- Garage - shelves (built-in or changes to existing storage);
- Gutters/Downspouts (new and changes);
- Hand Rails - by owner (must meet code);
- Laundry Room Doors - in patio or balcony;
- Satellite Dish – fascia-mount only, no roof penetrations – NOTE: The **ONLY** ACC-approved installer is **Interstar Communications** - strictly enforced;
- Skylights/ Solar Tubes (14"x 14" or smaller);
- Windows - retrofit (existing frame intact);
- Windows - exterior sills/shelves/boxes;
- Windows - screens (new must match window frame);
- Windows - tint.

The following items are NOT permitted:

- Flag Poles (permanent/free standing);
- Sheds/structures above the fence-line;
- Plastic/fiberglass sheathing over open roofs;
- Hanging sunshades or blinds on outside of windows or on patios/balconies;
- Tile/pavers/carpet on balconies, patios, porch, and breezeway floor

I ACKNOWLEDGE RECEIPT OF THIS DOCUMENT

Print Name:

Signature:

Unit#

Date:

Welcome to Huntington Landmark

We have a very extensive recycling program

- 1) Collection Bins located at the garbage areas are for newspapers, magazines, telephone books and bags of shredded paper. Monies received from the recycling company is used to fund projects and purchases for Landmark
- 2) Collection bins located outside the Woodshop area are for: plastic bottles and aluminum cans with the CA/CRV codes. Monies received from this program is used to purchase materials for the woodshop to make toys for the needy children in the area.
- 3) The woodshop also has collection cans for household & hearing aid batteries and light bulbs- only the compact fluorescent "curly Q" ones
- 4) Outside the woodshop is a blue trash can – marked plastic bags only. The Mat Makers collect clean grocery store bags to transform them into plastic mats that are then distributed to the area homeless.
- 5) Landmark's Neighbor Assist program 714-960-2277
Our volunteer program accepts donations of medical equipment (wheelchairs, walkers, canes, etc.) and handles distribution of this equipment to Landmark residents.

Agencies & Locations to assist in disposing of unwanted items

Donation Centers:

- 1) Savers @ 9091 Garfield, FV 714-963-0425
for pickup : 855-336-0212
- 2) Assistance League Thrift Shop @ 8071 Slater Ave, HB 714-847-6511
- 3) Goodwill @ 18631 Beach Blvd, HB 714-274-0120 Goodwill
@ 9079 Adams, HB 714-963-4997
for pickup 714-818-3035
- 4) Salvation Army @ 17362 Beach Blvd, HB 714-841-2896
for pickup 1-800-728-7825
@ 16119 Brookhurst St., FV 714-775-7124
for pickup 714-758-0414

Other companies that will pick up unwanted items:

(some will take clothing as well as furniture/furnishings)

- 1) Team AMVET 877-990-VETS (877-990-8387)
- 2) Patriots & Paws 714-323-7229 This is a volunteer group so you will need to leave a message and they will call back
- 3) Tom Zumwalt 714-315-4579 He also works estate consignments

Important Landmark information:

The GPS address to enter thru the Atlanta gate is: 8641 Atlanta Avenue

for gate security: 714-960-1452

for recreation office: 714-536-1070

for management office: 714-960-5475

HUNTINGTON LANDMARK SENIOR ADULT COMMUNITY

NEW RESIDENT INFORMATION

UNIT # _____ ADDRESS _____ MOVE IN DATE _____

Resident #1 Last Name _____ First _____ MI _____ DOB _____ Owner Yes No

Resident #2 Last Name _____ First _____ MI _____ DOB _____ Owner Yes No

Resident #3 Last Name _____ First _____ MI _____ DOB _____ Owner Yes No

Home Phone _____ Cell Phone _____ E-mail Address _____

Are you the owner(s)? Yes No

Do you wish to be listed in the Landmark Directory? Yes No

Offsite Owner (if applicable) Last Name _____ First _____ Phone _____

Address _____

Vehicle #1 Make _____ Model _____ Year _____ License _____ RFID Code _____

Vehicle #2 Make _____ Model _____ Year _____ License _____ RFID Code _____

Vehicle #3 Make _____ Model _____ Year _____ License _____ RFID Code _____

EMERGENCY CONTACTS: In case of accident, injury, illness, etc. to resident(s), notify these contacts:

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

KEY CONTACT: Someone living nearby who has a key to access your unit in an emergency (plumbing, electrical, etc.).

Name _____ Relationship _____ Home Phone _____ Cell Phone _____

SIGNATURES:

Resident #1: _____ Date: _____ Resident #2: _____ Date: _____

Owner/Prop. Mgr. #1: _____ Date: _____ Owner/Prop. Mgr. #2: _____ Date: _____



GUEST LIST APPLICATION

PLEASE NOTE: By naming an individual on this list, you are authorizing their access into Huntington 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 appropriate gate to authorize entry for a single visit.

RESIDENT

Last Name	First Name	Unit #	(Circle One)	Telephone
			Owner / Lessee	

GUESTS

(maximum of ten [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.
- Guest visits are limited to a maximum of sixty (60) consecutive days within one year (CA Civil Code 51.3).
- Guests may not occupy a unit in the absence of the resident.
- Limit ten (10) listed guests per unit.

Signature of Resident

Date



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

Distributed by the Board of Directors

Name: _____ Home Phone: _____
Last First MI

Property Address: _____
Street Unit # City State Zip

I hereby acknowledge that I have YES 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: _____

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 an "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

ALTERATIONS MUST BE APPROVED

With some exceptions, alterations shall not be made to units, buildings or landscaping without prior approval by the Association.

The following requirements apply; details and applications are available from 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.

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



HOMEOWNER/TENANT COMPLIANCE RESPONSIBILITY

CC&Rs 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 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 membership in the Association..

CC&Rs 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 _____ Date _____
Print Name

Owner _____ Date _____
Signature

Tenant _____ Date _____
Print Name

Tenant _____ Date _____
Signature