



Home/Landscaping Improvement Application Instructions

The following step-by-step instructions are to help you complete your Home Improvement Application. An application must be completed for any *interior* structural alterations, including the replacement of 2nd floor flooring, patio screening or shades (excluding standard patio umbrellas), screen doors, additions to *common and/or exclusive use area* landscape, exterior/interior structures, fencing, wall, additions and any other modifications to Morada Maintenance Corporation (MMC) property.

All applications must be submitted prior to commencement of work. MMC may require your application, plans, work in progress, or completed work be reviewed by an Architectural Engineer or other designee. If an Engineer Report is required, you will be responsible for the cost of the report. The MMC Management Company will inform you if an Engineer Report is needed for your application.

Items that typically require an Engineer Report:

All items involving the structural integrity of your home are required to be reviewed by a third-party architectural engineer hired by MMC. Fees associated with the Engineering Report are the responsibility of the homeowner. Examples of Architectural Engineer review items include, but are not limited to, moving walls or doorways, and adding or changing routing of any plumbing. Recommendations made by the Architectural Engineer will be made to MMC or authorized committee prior to a decision being made on the application.

At all times, the MMC Management Company is your primary point of contact for all Architectural Review Processes.

Step 1. Obtain home improvement application

You may obtain an application in one of the following ways:

Contact Management:

Elite Management (858) 485-0881

Or email: Chris@elitemanagement.com

Step 2. Complete all indicated sections of the application

A) Section I – Owner Information

B) Section II – Improvement Description

Improvement Description must include details, as applicable, on manufacturer, product, style, square footage/size, colors, fastening mechanisms, installation vendor, etc. Additional pages may be attached if necessary. Blueprints, plans, or architectural renderings, as required, shall be attached.

C) Section III – Neighbor Notification

Neighbors shall be notified of any improvements that may impact their home and/or view.

Step 3. Submit your application to the management company

A) Application must be sent in original hard copy form

B) To expedite the process, the form may be submitted electronically but must be followed with the original hard copy within three (3) business days or the application will be returned without a decision.

C) Owner will be sent an email confirmation (notification) of receipt of application by the management company.

Step 4. MMC will review application

- A) All incomplete applications shall be returned to the owner requesting the required information.
- B) Completed applications shall be reviewed by the MMC Board or authorized committee and either approved, denied, or tabled pending further information.
- C) All denied or tabled applications shall be returned to the owner along with explanation for the denial or reason the request has been tabled.

Step 5. MMC Management Company informs owner of status of application

No improvement work shall commence prior to full approval by the MMC Board or authorized committee.

Step 6. Owner must inform Management Company of completion of work

Owner shall inform the Management Company at the completion of all approved work. The Owner shall submit to the Management Company copies of all receipts verifying the purchase of all approved materials.

Step 7. Inspection

MMC reserves the right to inspect work/improvements in process. Additionally, MMC may inspect the work/improvements within 45 days of notice of completion from the owner.

MMC has pre-approved the below listed screen doors. While an application is still required, the use of the pre-approved screens will expedite your request.

- 1) Vanishing Screen for patio doors
Available From: Vanishing Screens
800-800-9285
www.vanishingscreens.com
- 2) Front Door Screen Door
Model: Clarion
Available From: Christian Company
398 State Place, Escondido, CA 92029
760-741-1412

Note: The Clarion model from Christian Company is custom fit to your door.

- 3) Front Door Screen Door
Model: Arcada Enhanced Security Screen Door in WHITE
Available From: Home Depot
- 4) Front Door Screen Door
Model: Arcada MAX Ultimate Security Screen Door in WHITE
Available From: Home Depot

All screen doors require a lever door handle in Antique Brass finish.

Other screen doors are approved on a case-by-case basis.

It is *highly recommended* that all screen doors be professionally installed. In the event there is damage to the stucco or door frame during installation, the homeowner shall be responsible for repair costs.

Morada Condominium 2nd Floor Unit Hard Surface Flooring Rules:

The term “hard surface flooring” shall refer to any firm flooring material, which includes, but is not limited to, vinyl, laminate, hardwood, stone, or tile.

Installation of any hard surface flooring in any second floor unit requires prior written approval from MMC upon submission of a completed Architectural Improvement Application form clearly describing the type of flooring and underlayment to be installed, mitigating against sound, vibration, and impact transfer and meeting or exceeding the IBC minimum standards as outlined herein.

Installation of hard surface flooring (flooring and underlayment) must meet or exceed the International Building Code (IBC) suggested rating of **45** if a Field Impact Insulation Class (FIIC) test is performed. An acoustical/noise transmission test prior to installation may be required by the Board.

Approval of an Owner’s Application for hard surface flooring shall not constitute a representation by the Board that the proposed hard surface flooring materials comply with the requirements set forth herein, and it shall be the installing Unit Owner’s responsibility to determine such compliance with IBC guidelines for FIIC testing and to take all steps at the Owner’s sole cost and expense as may be required to properly install approved hard surface flooring. The Owner shall be responsible to ensure that the hard surface flooring installed meets the minimum standard of IBC rating of **45**.

***Please note:** In the event of a noise complaint that may be the result of, or exacerbated by, hard surface flooring, that cannot be resolved between the involved parties, MMC shall arrange for acoustical/noise transmission testing by a qualified company.*

*If the impact and/or noise transmission exceeds the IBC rating of **45** for hard surface flooring, the cost of testing shall be the responsibility of the complaining party. If the IBC rating falls below the required IBC rating of **45**, the installing owner shall pay for the cost of the testing and all costs associated with bringing the flooring into IBC compliance, including additional testing that may be required to ensure compliance.*

These complaint resolution procedures shall apply to any existing and future hard surface flooring.

New Window Installations:

Replacement of the movable portion of the window can be purchased through a Milgard representative. If the fixed portion of the window requires replacement, the entire frame must also be replaced. Replacement windows must be consistent with the existing design and color and must be construction installation. Retro-fit installations or changing the position or location of a window are prohibited. The installation, including repairs to stucco and paint, shall be done by a licensed contractor chosen by the MMC Board of Directors, at the expense of the Owner.

All final plans shall be approved by MMC before work commences.