

WHALERS' ISLAND HOMEOWNERS ASSOCIATION

EXTERIOR HOME RENOVATION PROCEDURE

These Rules were adopted by the Board of Directors of The Whalers' Island Homeowner Association (the Association) on June 23, 2016. These Rules shall be effective on the date of adoption and shall remain in effect until modified by the Board.

Homeowners must have the association's written approval before any work is performed on the exterior of your home. Please **DO NOT START AN EXTERIOR RENOVATION** project without association approval. Such action forces the association into the unenviable position of calling the Foster City Community Development Department to stop the project. The Foster City Community Development Department, for nearly all property improvements, requires a permit, so please check with them before submitting your plans to the Whalers HOA Architectural committee. The City offers free pre-application reviews of all proposed property improvements and has many approved architecture prototypes on file for Whalers' Island. The purpose of the prototypes is to assist the homeowner in their project planning. Many of the prototypes require the homeowner to submit their plan for Architectural Committee (AC) review and HOA Board approval prior to any work or going to the City for a permit. Some of the prototypes may not require the AC review and Board approval, but still may require a permit from the City. Each prototype will indicate the necessary requirements. If not sure, assume the work requires AC review and HOA Board approval. You can find all of the prototype documents on the Foster City web site at www.fostercity.org. Type "Whalers Island prototypes" into the search box on the home page and follow the links to the list of prototypes. Review all prototypes applicable to your project and ensure that your plans comply with all applicable prototypes. You should provide your contractor with copies of the applicable prototypes. The Foster City planning department will verify that submitted plans comply with HOA prototypes. The city will not issue permits for plans that are not compliant.

You and your contractor should be familiar with the following Foster City documents before starting a project. Whalers' Island is zoned R-1/PD. The Foster City Municipal Code has three important sections:

- 17.58 Architecture Control and Supervision
- 15 Buildings and Construction
- 2.28 Planning

The Foster City planning document "RESIDENTIAL PROPERTY IMPROVEMENT BASICS." is attached for your reference. You should also review the Foster City Architecture review permit process. All of the above referenced information can be found in the Community Development section of the Foster City web site.

All improvements or changes that alter the exterior appearance from the original construction or configuration that are visible from any other lot, common area or public area must be approved in advance by the association. This includes landscaping improvements that use synthetic materials such as artificial turf. Please refer to the chapter on ARCHITECTURAL CONTROL in the Whalers' Island CC&Rs. Landscaping improvements using natural materials are not covered by this procedure and usually do not require Association approval or permits. Refer to the document titled "Whalers' Island Landscaping Guidelines" before starting a landscape improvement project.

Depending on the extent of the work, the approval process can take as little as a few weeks. If the Foster City Community Development Department is involved and the project is extensive, the process may take several months. ***Do not expect over-night approvals.***

TIMELINE – *Plan in advance*

6-8 weeks before submitting your application for approval by HOA:

1. Homeowner to check the “prototypical designs” listed above at the Foster City Community Development desk or on the Foster City web site. The desk is on the left after walking through the main doors of the City Hall building at 610 Foster City Boulevard.
2. Homeowner to read the attached “Residential Property Improvements Basics” and “Architectural Review Permit” produced by the Foster City Planning Department.
3. We strongly suggest you visit with neighbors to discuss/share your preliminary plans for exterior modification as this will save valuable time. At some point in the process, approval from surrounding neighbors will be required by the Foster City Planning Department for all exterior modifications.
4. Produce drafted plans, drawings or sketches; brochures of products; photos; precise measurements/elevations, etc. Collect color samples and material samples to be submitted with plans.
5. When submitting your materials, include a brief overview and/or scope of work to be completed.

HOA approval process requires four weeks – submit drawings or documentation on the first day of the month to be considered for that same month HOA board meeting:

1. Homeowner to submit three copies of your drafted plans, drawings or sketches; brochures of products; photos; precise measurements/elevations, etc., for the Association Managing Agent and Architectural Committee to review. Include your written overview/scope of work to be completed. These documents will also be required by the Planning Department. The Planning Department has requirements for the size and format of plans submitted for architectural review. If you submit plans to the HOA in the format required by the city, it will expedite your approval process.
2. Homeowner to deliver above documents to the Managing Agent by the first day of the month to be considered for that same month board meeting.

HOA process once documents are received on the first day of the month:

1. The Managing Agent delivers application cover letter, copies of plans and samples to the Architectural Committee within 72 hours of receipt.
2. Architectural Committee reviews plans and delivers written recommendation to the Managing Agent no later than the third Thursday of the same month so the recommendation can be included in the director packet.
3. The board reviews the Architectural Committee’s written recommendation at the regular meeting. The board meets monthly on the FOURTH THURSDAY except December.
4. The Managing Agent sends a letter, in the form required by the Foster City Planning Department, by mail to the Community Development director with the board’s decision within two business days following the regular meeting. The homeowner receives a copy of the letter.

The following improvements require an Architectural Review Permit:

- most exterior changes
- arbors
- trellises
- decks (some)
- new windows/doors
- storage sheds
- recreational vehicle storage areas
- flagpoles
- accessory buildings
- room additions
- gazebos
- greenhouses/solariums
- fences (facing a public right-of-way)
- patio covers
- skylights
- windcreens
- expansion of front yard paved areas (except walkways)
- exterior siding changes (some)
- all new buildings that do not otherwise require a Use Permit
- other changes per Chapter 17.06.030 as determined by the Community Development Director

PLEASE NOTE: Some of these improvements require a Use Permit if the property is on a waterfront.

Applications, Guidelines and Forms provided online for your convenience!

Contact the Planner on Duty for additional information
(650) 286-3225!!

Process

In Foster City, construction of property improvements is typically a 2-step process.

Step 1—Obtaining a Planning Permit

Obtaining a Planning Permit, entitles a property owner to apply for a Building Permit (Step 2). For most projects, a Planning permit does not entitle a property owner to begin construction of the proposed improvement. However, for some things such as: fences, paving and some signs, an Architectural Review is all you need. Planning staff will inform you if a Building Permit is also necessary. To obtain a Planning permit you must:

1. Submit an application and all required plans and information (listed in the City's "Residential Property Improvements" information package).
2. Pay the required application fee
3. Attend a Planning Commission meeting if the proposed improvement requires it. Some applications can be acted on by staff.
4. Receive, sign, and return the approving document/Notice of Decision.

Step 2—Obtaining a Building Permit

To obtain a Building Permit you must:

1. Submit a Building Permit application and all required plans and information (**this is a different application than the planning permit**).
2. Pay the required plan check fee, (if applicable)
3. Pay the required permit fees and pick up the "job copy" of the plans and inspection card when notified that it's ready to be issued.
4. Avoid beginning construction until your Building Permit has been issued.



Architectural Review Permit

City of Foster City



Community Development Department

**City of Foster City
Estero Municipal Improvement District
610 Foster City Blvd.
Foster City, CA 94404**

TEL: 650-286-3225

Visit us at: www.fostercity.org

WHAT YOU NEED TO KNOW ABOUT IMPROVING YOUR HOME

Residential Property Improvement Basics

from the Foster City Community Development Department

Well-maintained property is part of what makes Foster City a great place to live.

1. Nearly all property improvements require a permit!

The permit process allows the City Council, Planning Commission and City staff to work closely with residents to ensure that public safety and the community's appearance are protected and that property values remain high in Foster City.

2. The City offers free pre-application reviews of all proposed property improvements.

At no cost, City staff will talk with property owners about proposed property improvements before the project begins. Through the pre-application review, property owners can take advantage of staff expertise before they hire an architect or spend any money. City staff will alert property owners to potential issues that they will have to address in their project planning and may be able to save owners both time and money.

3. Neighbors can learn more about proposed improvements from the City.

You don't have to be making improvements to your property for the City's review process to affect you. Notification policies ensure that neighbors are alerted to some property improvements that are proposed for their neighborhoods. Neighbors who are interested in knowing more about proposed improvements in their area have a right to that information and it is available in local newspapers or by contacting the Community Development Department.



RULE OF THUMB: Any time you are making an exterior physical change to property in Foster City, it is a good idea to contact the Community Development Department at 286-3225 or cdd@fostercity.org before you hire an architect or contractor or do any work on the property.

Foster City Community Development Department
610 Foster City Boulevard, Foster City, CA 94404
(650) 286-3225; cdd@fostercity.org

THE WHALERS' ISLAND HOMEOWNERS ASSOCIATION
NOTICE OF ADOPTION OF EXTERIOR HOME RENOVATION
PROCEDURE

June 23, 2016

Dear Homeowner:

At the open meeting of the Board on June 23, 2016 the Board adopted the Exterior Home Renovation Procedure, a copy of which was previously mailed to all members.

Sincerely,

Your Board of Directors