

# CREEKSIDE VILLAGE OF LOS GATOS

## Architectural Review Committee (ARC)

### Process for Making Improvements to Property

This memo is intended to outline the process for properly installing improvements to your property at Creekside Village. This memo is not to be construed as absolute and is subject to changes from the State of California Department of Housing and Community Development (HCD) and the Creekside Village Homeowners Association.

Please note that the process is not that different from any other process requirements in any other planned Development. The permit and inspection authority is HCD.

#### ***THERE ARE THREE BASIC REFERENCE MATERIALS THAT YOU WILL NEED IN ORDER TO PROPERLY COMPLETE THE PROCESS:***

1. Article 7 — Architectural Review of your CC&R's.
2. 2. Title 25. Chapter 2, **Mobilehome/Special Occupancy Parks and Manufactured Housing Regulations** - this document can be found online at: < <http://www.hcd.ca.gov/codes/mp/> >. You will also need to obtain Form HCD 50 — Application for Permit to Construct (alterations to the property) or Form HCD 415 (alterations to structure) which can be found online at: < <http://www.hcd.ca.gov/forms.html> >.
3. California Building Code.

#### ***THE PROCESS FOR PROPERLY MAKING IMPROVEMENTS IS:***

1. Submit all necessary plans and the completed HCD Application to the ARC by forwarding your plans to Professional Association Services, Inc., 42612 Christy Street, Fremont, CA 94538.  
Professional Association Services, Inc. will immediately route the material to the appropriate ARC members.
  - a. Plans should be sufficient to allow the approval by the ARC as well as comply with Title 25, Chapter 2, and the California Building Code.
2. The ARC will review the plans and approve or disapprove the request. Please note that the proposed change must be in compliance with all governmental laws and ordinances, including laws and regulations regulating manufactured homes. The ARC has no *duty* to independently confirm such compliance. The ARC's duty is to confirm the requested change is in harmony with the external design of other structures and landscaping within the Development and is consistent with the architectural and aesthetic standards prevailing with the Development.
  - a. If approved, a representative of the ARC will sign your application and return it to Professional Association Services, Inc. for distribution to the Applicant and for recording in the Association's files.
  - b. If the ARC disapproves the request, the ARC will provide an explanation of why the proposed change is disapproved. The Applicant can revise their request and resubmit to the ARC or request reconsideration by the Board at an open meeting of the Board.
  - c. The ARC has 60 days from the date the plans and application are mailed to them to review and approve, disapprove, or request additional information.
3. Submit completed and signed application with your plans to the State of California Department of Housing and Community Development (HCD) with all necessary fees.

Please note that the Creekside Village Homeowners Association, the Architectural Review Committee, or Professional Association Services, Inc. is not the permit authority and will not be checking your materials for completeness or accuracy. It is your responsibility to obtain all necessary permits to construct improvements to your property.