

# **MOLINO STREET LOFTS**

ARCHITECTURAL REVIEW COMMITTEE  
500-530 Molino Street  
Los Angeles CA 90013

March 19, 2007

## **FREQUENTLY ASKED QUESTIONS AND ANSWERS**

- 1 Q: What is the role of the Architectural Review Committee (ARC)?**  
**A: The Architectural Review Committee is established by the HOA Board of Directors to preserve everyone's collective investment in this building-at-large. As such, the ARC safeguards all architectural matters potentially or directly causing the HOA any legal or monetary liability, including modifications to or maintenance of common areas, preservation of the building's structural integrity, monitoring appropriate Artist in Residence (A.I.R.) usages, and supervision of all proposed designs or addition of subordinate elements inside or outside the building.**
- 2 Q: What are some of the duties of ARC?**  
**A: These include reviewing all written proposals or architectural plans submitted to ARC; ensuring any alterations or modifications to existing properties, either installed or constructed, conform to ARC guidelines; and generally implementing any and all matters delegated to the Committee by the Board.**
- 3 Q: What is the ARC review process?**  
**A: ARC reviews all modifications to existing properties to ensure that they conform to the adopted guidelines. The Committee is charged with the responsibility of maintaining continuity within the overall community and of protecting property values, without unreasonably restricting individual residents' creativity or preferences. After being reviewed by ARC, a decision is rendered and the applicant informed.**
- 4 Q: What exactly is Artist In Residence (A.I.R.)?**  
**A: Molino Street Lofts is an A.I.R. building where all units shall be used for joint live/work purposes as defined by Division 85 of the Los Angeles Uniform Building Code. Accordingly, no more than 33% of any condominium may be used or set aside for residential purposes like sleeping areas, kitchens, bathrooms, and closets.**
- 5 Q: What types of business are permitted at Molino Street Lofts?**  
**A: The citywide live/work ordinance states that the following occupations are allowed: accountants; architects; artists and artisans; attorneys; computer software and multimedia-related professionals;**

- consultants; engineers; fashion, graphic, interior and other designers; insurance, real estate and travel agents; photographers and other similar occupations as determined by the Zoning Administrator. Business and commercial activities are permitted here for a wide range of non-residential activities consistent with A.I.R. rules. Warehouse facilities are not permitted. Artists must register with the Office of Finance to obtain a business license.
- 6 Q: If I want to modify the interior of my property, how do I obtain ARC approval?  
A: Prior to starting construction or demolition, complete the ARC Proposal form (available from the community website or directly from ARC). Then submit the completed form and all plans in triplicate to ARC. Next, remain patient while ARC schedules your proposal for project review at an upcoming Committee meeting. Please note: only after a preliminary approval has been obtained from ARC should you then file for all necessary permits as required by law.
- 7 Q: How do I make a submission to ARC?  
A: Submissions are not accepted by email, fax, or verbally. They can be sent to 500 Molino Street #316 or submitted at an open Board meeting.
- 8 Q: What if the changes I want to make to my loft are minor?  
A: Almost all construction modifications are likely to require prior approval from the ARC.
- 9 Q: May I appeal against any ARC decision?  
A: Yes. If any application is rejected, there is an appeal form that can be completed and submitted to the Board. An appeal hearing will then be scheduled at an upcoming HOA meeting.
- 10 Q: Does my loft need to conform to local Building & Safety, Fire or Zoning Codes?  
A: Absolutely. In addition, ARC may require homeowners to submit all permits and certificates if proposed modifications require them.
- 11 Q: When may I start construction?  
A: Approval in writing is required before demolition and/or construction may begin. Homeowners must also inform their neighbors in writing specifying how they may be impacted by the proposed construction.
- 12 Q: What if I do not wait or apply for approval from ARC?  
A: This is a very bad idea, and you proceed at your own risk.

- 13 Q: What is considered final approval?**  
**A: Final approval is only issued at the end of construction after a walkthrough has been conducted by ARC, which homeowners themselves are responsible to schedule.**
- 14 Q: Do my contractors need to be licensed?**  
**A: Everyone is required to use licensed contractors for all work as required by law. Contractors must submit copies of their license and insurance to Property Management before beginning work. You may also be required for additional bonding and/or insurance as determined by ARC. Homeowners are responsible and liable for any construction work completed.**
- 15 Q: How do I report an architectural violation?**  
**A: Homeowners should call Management to register a complaint. The ARC will then follow up on the complaint and take the appropriate action.**
- 16 Q: What is an exclusive-use common area?**  
**A: The portions of the common area designated in the condominium plan over which exclusive easements are reserved for the exclusive use of one or more, but fewer than all, of the owners of the condominiums. These areas can be parking spaces or patios, for example.**
- 17 Q: May I modify my balcony.**  
**A: Balconies are exclusive-use common areas that belong to the HOA. Accordingly, all modifications (including painting, carpeting, or storage facilities) require written approval from the ARC. Any unapproved modifications to common areas or HOA property are subject to repair and restoration at the expense of the homeowner in question.**
- 18 Q: How do I schedule construction or delivery of materials?**  
**A: Notify Management at least 24 hrs in advance.**
- 19 Q: I paid a lot of money for my loft, so why can't I do whatever I want with it?**  
**A: We are an A.I.R. community living in a condominium environment, and everyone consented to observe Community Codes and Restrictions when they signed escrow papers.**