

MOLINO STREET LOFTS

ARCHITECTURAL REVIEW COMMITTEE

500-530 Molino Street

Los Angeles CA 90013

ARCHITECTURAL REVIEW COMMITTEE (ARC) GUIDELINES

As stated in Article 8.2 of Molino Street CC&Rs, under no circumstance shall any improvement be made to the Property without prior consent of the ARC.

I. OVERVIEW

A. APPROVAL PROCESS

The ARC approval process is set up to function in conjunction with the recommended submittal procedures.

1. The first phase involves submitting architecture and design plans for preliminary approval.
2. All plans should be submitted to ARC for preliminary approval before approaching the City or any similar agency.
3. City approval phase requires a letter from ARC stating that the proposed project has been approved by Molino Street Lofts. This letter will be furnished once ARC receives a faithful copy of the City submittal documents.
4. Construction may commence when ARC receives notification of city-approved plans, at which time a starting date will be scheduled.
5. Final approval is only granted after all work is finished and verified by an ARC walkthrough. The homeowner is solely responsible for scheduling this walkthrough.
6. Homeowners should note that making any significant changes to approved plans or during construction may alter the structural integrity, square footage, or architecture of the unit and must therefore seek a new ARC review and/or approval.

B. REQUIRED DOCUMENTATION

1. Submissions to ARC should be complete and final, as only information included in these submissions will be considered for approval.
2. All submissions to ARC must be in triplicate.
3. Submissions should be sent directly to: 500 Molino St., Ste. 316, Los Angeles CA 90013, or submitted at open board meetings.
4. Submissions cannot be accepted by email, fax, or verbally.
5. All plans must be professionally drawn and fully annotated with sufficient and explicit details to be adequate for the entire construction process.
6. When presenting drawings for consideration, they must include the homeowner's name and building unit. Recommended drawings for submission can include:
 - AS-BUILTS (current conditions)
 - VICINITY PLAN
 - FLOOR PLAN at 1/4" or 1/8" scale

- LIVE/WORK DIAGRAM AND CALCULATIONS (no more than 1/3 live space is allowed--see Division 85)
- SECTIONS / ELEVATIONS
- DETAILS AND SPECIFICATIONS
- WALL SECTIONS (showing intended construction materials)
- FLOOR AND CEILING CONSTRUCTION DETAILS
- REFLECTED CEILING PLAN
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7. The submission package should include:

- Completed Review Proposal Form
- Text description (a paragraph or so) describing project for which approval is sought.
- Letter to neighbors describing any expected inconvenience and project duration (provide an addressed and stamped envelope for each unit)
- Color swatches
- One envelope with prepaid postage for return of 2 drawing sets

C. ADDITIONAL REQUIRED DOCUMENTATION

As stated in section 8.5, additional information may be requested including an acoustical report, additional drawings pertaining to plumbing, electrical, mechanical (HVAC), fire sprinklers, etc. ARC should be provided with copies of all City permits and approvals.

D. ARC DOCUMENTATION

Of the three sets of plans and drawings submitted for ARC approval, ARC keeps one set, while the homeowner receives two for their own records. Whether the proposed project has been approved or rejected, the drawings will be signed by at least 3 members of ARC. Drawings will be returned by prepaid postage supplied by homeowner.

II. PROJECT REQUIREMENTS

A. ARTIST-IN-RESIDENCE (A.I.R.) COMPLIANCE

1. All projects must comply with A.I.R. live/work requirements.
2. No more than 33% of the total space may be used for residential purposes. Living quarters to be included in this calculation are sleeping areas, kitchens, bathrooms, and closets.
3. Homeowners should familiarize themselves with Division 85 of the Los Angeles Uniform Building Code to further clarify these requirements.
4. It is recommended that all sleeping areas should be located adjacent to the windows or emergency egress.

B. ARCHITECTURAL RULES AND RESTRICTIONS

The following list of restrictions should not be considered complete. The list will be regularly updated based on ever-evolving living and building conditions.

- 1. No floors or ceilings in 500 Molino Street Lofts may be removed or exposed except when allowing approved pipes to pass through. Homeowners should be aware that asbestos may exist within or under floors or ceilings, and are fully responsible for any damages or cost of removal.**
- 2. All raised platforms must be designed by a certified structural engineer.**
- 3. ARC may request at any time official documentation showing compliance with all Fire Codes regulations.**
- 4. Plumbing chases are discouraged and most probably will be rejected. If proposed, free access to all plumbing must be demonstrated in the drawings. (Plumbing chases are any and all enclosed areas containing pipes or other such systems or parts of such systems, not including walls or original installations by the developer.)**
- 5. All closets with closed ceilings will require fire sprinkler modifications.**
- 6. All proposed construction of new floor-to-ceiling walls will require fire sprinkler certification.**
- 7. Demising walls have special sound requirements. Homeowners are not allowed to penetrate shared walls, unless sound proofing is fully restored. Proof of correct restoration is necessary, and will be requested during final walkthrough.**

C. BUILDING PERMITS

- 1. All homeowners are required to obtain permits for any work requiring them. It is sole responsibility of homeowners to obtain all necessary permits and submit copies to ARC.**
- 2. Any modification may be deemed unapproved if constructed without necessary permits.**

D. STARTING DATES AND CONSTRUCTION SCHEDULES

- 1. Once a project receives preliminary approval, then a starting date for construction or demolition can be scheduled. This work must commence within 3 months of the date of its preliminary ARC approval.**
- 2. The project will receive "active and working" status for 180 consecutive days (six months) after the start date.**
- 3. The homeowner may request a one-time continuation from ARC. After 150 days (5 months) has elapsed from the starting date, any homeowner who believes their project will not be completed before**

the 6-month deadline should contact ARC immediately to schedule a conference.

4. After 180 days from start date without an extension, all work in the unit property must stop whether completed or not. The project then automatically becomes "inactive" and subject to review and re-approval for eventual completion. Fines may also be imposed for lack of due diligence or community nuisance.
5. All homeowners with "inactive" projects must schedule a conference with ARC before resuming or completing construction.

III. CONSTRUCTION GROUND RULES

A. INTRODUCTION

1. This section notifies homeowners of expected construction ethics by any member of the construction team, homeowner, and/or representative.
2. No approval by ARC shall be deemed to excuse the applicant from complying with applicable requirements of the City, County, or any governmental (quasi-governmental) agency, or authority with jurisdiction over the property.
3. The homeowner is fully responsible for obtaining any or all permits, approvals, or the like from the appropriate agency or department.

B. DEBRIS AND COMMON AREA REQUIREMENTS

1. Homeowners must arrange for a personal dumpster and not place any construction debris in the buildings' assigned trash area.
2. No debris is to be discarded from windows unless given prior written approval from the HOA.
3. Homeowners must instruct contractors to take all necessary precautions to prevent or minimize impact of workers or construction materials in the form of mess, nuisance, or general wear and tear on the buildings and all common areas.
4. Homeowners are responsible for keeping common areas completely clean and unobstructed at all times, or a cleaning fee may be charged for each day left uncleaned.
5. Under no circumstances is work in common areas to be allowed.

C. DELIVERY AND CONSTRUCTION GUIDELINES AND HOURS

1. Deliveries must be scheduled through the Management Company.
2. Construction is permitted between the following hours:
 - 7am – 7pm Monday through Friday
 - 9am – 5pm Saturday
 - NO CONSTRUCTION ON SUNDAY

D. CONTRACTOR LICENSES AND LIABILITY INSURANCE

- 1. Contractors must provide copy of contractor's license and required insurance (as determined by ARC). Documentation must be filed with HOA before beginning work.**

IV. ACCESS TO PROPERTY

As stated in Article 8.6, ARC or HOA shall be given right of access to the property for the purpose of inspection relative to compliance during construction.

V. UNAPPROVED MODIFICATIONS

These constitute a violation, concerning which ARC may exercise all available, legal and equitable remedies to prevent or remove any unauthorized and unapproved construction or improvements on the property or any portion thereof. People who proceed with unapproved modifications in their units and undertake unapproved construction projects do so at risk.