

**The Courtyards of  
West Hollywood  
Homeowners Association, Inc.**

ARCHITECTURAL  
STANDARDS



January 2006

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# Part I

## General Information

The Courtyards of West Hollywood Homeowners Association, Inc.'s Architectural Standards are intended to help avoid damage to common areas, preserve the building's architectural integrity, and minimize problems caused by contractors who might not be sensitive to the needs and concerns of the Association. Except for minor repairs such as a leaky faucet, most any work which requires workmen to enter your unit will require notification of the management office, and may require prior approval. The reason for this is twofold: (i) the entire structure of the building, including walls, ceilings and floors, is owned in common, and (ii) any mistakes by contractors can have a dramatic adverse effect on your neighbors. Because violations could result in fines, suspension of work, suspension of privileges, and/or litigation, *please take time to read this information and ask questions about anything you do not understand.*

### **SECTION 1** **REPAIRS AND REDECORATING**

1.1 **Routine Repairs.** Routine repairs and routine maintenance which do not alter your Unit are permitted by the Association. No deposit is required. However, insurance is still required for all vendors. In addition, for security reasons, you should notify the office whenever vendors come onto the property. Examples of routine repairs: (i) minor repairs to a toilet, sink, shower head, etc. which do not require opening walls, ceilings or floors, (ii) repairing a broken light switch or light fixture which does not require going to the walls or changing electrical wiring, (iii) replacing a mirror, repairing cabinet doors, etc.

1.2 **Redecorating.** If you plan to paint, wallpaper, carpet, or replace cabinets, countertops, backsplashes, etc., you must notify the office and sign a Redecorating & Remodeling Agreement. No additional approval is required. However, if you plan to install or replace a hard surface floor, ***you must obtain the prior written approval of the owner(s) beneath your Unit and of the Board.*** Carpet installation and requests for Board approval of hard surfaced flooring must meet the requirements set forth in these Standards.

### **SECTION 2** **REMODELING, ALTERATIONS, OR MAJOR REPAIRS**

If you plan to add to, remove, modify or alter any part of your Unit, balcony or patio, you must submit plans which must be approved before you may begin work. ***You should not schedule any work until your plans have been approved by the Association.*** If your Unit suffers significant water, fire, earthquake, etc. damage, and you need to hire contractors to repair the damage, you must sign a Redecorating & Remodeling Agreement to ensure your contractors understand and follow the Association's rules so as to avoid additional damage to the common areas.

2.1 Deposit and Redecorating & Remodeling Agreement. Prior to the start of the remodeling process or major repairs (“Project”), you must sign a Redecorating & Remodeling and post a deposit with the Association. The deposit will be used to offset expenses incurred by the Association including, but not limited to, plan review fees, consulting fees, legal fees, penalties, damage to the Association’s common areas, etc. The deposit (without interest), minus applicable expenses, costs and fines, will be returned following completion of the Project. However, if the Project involved a remodel or any architectural or structural changes, or required City approval, no refund shall be issued until after the Association’s receipt of:

- a. *Certification.* A letter from your architect certifying that the remodeling complied with applicable provisions of the Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, Uniform Fire Code, National Electrical Code, and Title 24 Energy Conservation Regulations.
- b. *Approval by City.* Evidence of final satisfactory inspection by the City.
- c. *Record Plans.* “As-builts” or “record plans” signed and dated by your architect.

2.2 Architectural Drawings. You must submit professionally prepared plans unless this requirement is waived by the Board for minor work. We strongly recommend a licensed architect. Incomplete plans will slow the process and increase your cost. The length of the approval process will depend on the extent of the proposed remodel and the completeness of the plans submitted. You should allow *at least* thirty (30) days for the Association to review your plans. You should also allow additional time for review and approval by the City’s Building Department.

2.3 Building Permits. You must separately obtain all appropriate building permits from the City. However, obtaining building permits does not constitute approval by the Association, nor does review by the Association constitute a waiver of any requirements of applicable statutes—these are two separate procedures and both must be followed.

2.4 Licensed and Insured Vendors. Only licensed and insured vendors are allowed to make alterations to, direct alterations to, oversee alterations to, or make decisions affecting the Association’s common areas. Even if a vendor is licensed and insured but has proven himself unreliable, unsafe or establishes a pattern of violating the Association’s Architectural Standards, the Board may ban that vendor from the building.

2.5 Inspections. The Association has the right, but not the obligation, to periodically inspect the project. Inspections by the Association’s representatives are not in lieu of inspections by the Building Department and do NOT relieve you from your duty to comply with the Governing Documents, plans approved by the Association, and all applicable building and fire codes. All work will be halted if inspections are not allowed.

2.6 Concealed Conditions. Any concealed conditions, Building Code violations and/or deficiencies discovered during the Project must be corrected at your expense whether such conditions are found in your Unit or the common areas surrounding your Unit. This

includes any common area deficiencies such as plumbing, duct work, walls, patios, electrical, etc. Any concealed conditions, Building Code violations and/or deficiencies discovered during the project must be reported to the management office in writing immediately for Association review. This includes common area deficiencies found within the project.

2.7 Diligent Construction. All plan approvals by the Association are valid for six (6) months. If work is not started before the expiration of this period, or if the property is sold, plans must be resubmitted. Once work begins, the project must be completed within six (6) months. Extensions may be granted only by the Board for delays caused by fires or other events beyond your control.

## Part II

# Plan Requirements

To avoid unnecessary expenses and delays, please make sure your architect prepares plans in accordance with the following provisions.

### **SECTION 3**

#### **GENERAL PROVISIONS**

3.1 Number of Plans. Four (4) sets of plans must be submitted for review by the Association's architect. If you wish, you may submit "concept" plans for an initial review to make more likely the Association will approve your plans. Once the concept has been approved, you can submit complete plans showing, in detail, all proposed changes.

3.2 Scale and Elevations. Drawings must be prepared with floor plans drawn to a scale of 1/4" = 1', showing overall dimensions and area in square feet. Existing conditions as well as all proposed changes must be shown. Plans must include interior elevations and sections of all interior changes. Any exterior alterations must show elevations of doors and windows and indicate all materials. All changes must be clouded.

3.3 Variances. Any variances from the Association's architectural standards must be highlighted and a specific request made for the variance. **Variances which are not highlighted with a "REQUEST FOR VARIANCE" shall not be deemed approved despite any general approval the plans might receive from the Association's architect.**

3.4 Engineering and Code Compliance. The Association does not approve plans for engineering design or building code compliance. All technical and engineering matters are the Member's responsibility. Members must fully comply with applicable building codes, ordinances and specifications.

3.5 Original Building Plans. The original design documents for the building are available through the Management Office or the Association's designated vendor. Your

architect may purchase copies of these plans and should review them before preparing plans for architectural review by the Association. NOTE: These are original developer plans and the Association cannot attest to their accuracy. In addition, the plans may not reflect “as-built” conditions or any subsequent changes or alterations.

3.6 Structural Changes. Whenever changes involve structural elements of the building, engineered drawings must be submitted and must be stamped by a licensed structural engineer. All proposed changes must be clearly noted. Changes which are not highlighted with a “STRUCTURAL CHANGE” shall not be deemed approved despite any general approval the plans might receive from the Association or its architect.

3.7 No Common Area Encroachments. No common area encroachments are allowed unless specifically highlighted in your plan applications, and specifically approved in writing by the Board of Directors.

3.8 Demolition Plans. Demolition plans must be included in your submittal.

3.9 No Gas Fixtures. Because the building is on a single gas meter, no additional gas fixtures may be added, including but not limited to lines for barbeques or clothes dryers.

3.10 Home Theater Systems. Stereo and home theater equipment must be properly insulated to avoid sound transmission through walls, ceilings and floors. Installation of speakers or equipment in common walls is prohibited.

## **SECTION 4**

### **SPECIFIC PROVISIONS**

4.1 Walls. Plans must include “sections” showing wall-board type, thickness, framing method, attachment, stud size and gauge, and intersection details.

- a. *Common Walls*. Any alteration to common walls requires extension **from slab to slab** and must include a minimum of two layers of 5/8 inch type ‘x’ gypsum board being attached to the studs, on the remodel side. All common walls must have a minimum one-hour fire rating.
- b. *Acoustical Standard*. All common walls must meet or exceed Noise Isolation Class (NIC) 52 dB. No speakers, speaker back-boxes, or stereo/home theater equipment of any kind may be installed in common walls. It must be shown in the plans that the acoustical rating will be met.
- c. *Penetrations*. Penetrations or openings for piping, electrical devices, recessed cabinets, bathtubs, soffits, or HVAC ducts must be sealed, lined, insulated or otherwise treated to maintain the required sound ratings. There must be no contact between the installed gypsum board and any mechanical ductwork, plumbing piping or electrical conduit.

- d. *Structural.* Whenever bearing and shear walls are moved, removed or altered, engineered drawings must be submitted showing existing walls and all changes. No chipping, cutting or alterations of any structural columns is permitted.
- e. *Fire Stops.* Any penetrations of walls, floors or ceilings must be properly fire-sealed. Plans must show proper fire blocking and fire stopping.
- f. *Metal Studs.* All wall construction must use metal studs and non-combustible construction materials.
- g. *Wall Partitions to Slab.* All wall partitions must be directly attached to the floor slab.

4.2 Ceilings. Plans must include “sections” showing ceiling-board, framing, attachments and intersection details.

- a. *Raised Ceilings.* Ceilings may be raised to within twelve (12) inches “clear” of the floor above. Whenever ceilings are raised, all electrical, plumbing, and HVAC lines must be re-routed around the raised ceiling.
- b. *Access Hatch.* Access hatches (minimum 36" x 36") must be installed in adjacent closets to allow maintenance access to the ceiling area above the unit.
- c. *Balcony Access Hatch.* An access hatch (minimum 36" x 36") must be installed in the ceiling of any balcony enclosures to ensure maintenance access to the ceiling area above the enclosure.
- d. *Acoustical Requirements.* Insulation, rated R-30 or better, must also be installed between the ceiling and the floor above in the affected remodel area. Caution must be taken so that light cans not degrade the acoustical isolation.

4.3 Floors.

Plans must show existing conditions and proposed alterations and must include the following:

- a. *Hardwood, Tile, Stone Flooring.* A hard floor surface installation will be authorized providing that an IIC level of 50 (or 45 if field tested) is achieved in accordance with the ordinances adopted by the City of West Hollywood. Hard surfaced flooring shall require the installation of acoustical materials such as Enkasonic (Akzo Nobel Sound Control Products, 626-330-1786), Regupol (Dodge-Regupol Inc., 717-295-3400) or Acousticork (Amorim Industrial Solutions, 800-255-2675) *before* installing your floor. If requested by the Association, Member shall produce a sound test from an acoustical laboratory accredited by the United States Department of Commerce, National Institute of Standards and Technology under the National Voluntary Laboratory



Accreditation Program for this test procedure to confirm the Association's acoustical standards have been met. The manufacturers can supply your installer with the specifications they need for installing the materials. Installing hard-surfaced floors may require the adjustment of doors and raising of cabinets. Make sure your installer accounts for this in his bid.

- b. *Floor Penetrations.* All floor penetrations must be clearly shown in the plans. The method used to fill the penetrations must also be shown. All slab penetrations require acoustical isolation of all lines from the slab and sealing of the penetration with code-compliant fire-proofing material. Penetrations or openings for piping, electrical devices, recessed cabinets, bathtubs, soffits, or HVAC ducts shall be sealed, lined, insulated or otherwise treated to maintain the required sound ratings.
- c. *X-Ray Floor Penetrations.* All areas which will be saw-cut, core-drilled or have drilled inserts installed ***must be examined with x-rays or other devices which will identify the location of reinforcing steel and/or utility lines*** in the slab so as to avoid damaging the reinforcing steel. Copies of the x-rays must be submitted to the office.

All contracts for work involving the installation, modification or redoing of any flooring shall include a provision specifically obligating the contractor and all subcontractors to comply with and satisfy the requirements in paragraph 4.3 (a) through (c) of The Courtyards of West Hollywood Homeowners Association, Inc.'s Architectural Standards, including but not limited to the acoustical standards set forth therein.

If, at any time after the conclusion of work involving the installation, modification or redoing of any hard surfaced floors in a Unit (including but not limited to marble, granite, tile and hardwood): 1) the Association makes repairs to the Common Area (including but not limited to repairs to the sub-flooring, replacing of loose nails in the sub-flooring, etc.), and 2) those Common Area repairs require the removal of, or cause damage to, any hard surfaced floors within said Unit; then the Owner of said Unit shall, solely at said Unit Owner's expense, be responsible for paying all costs and expenses in connection with replacing, repairing and installing the hard surfaced floors so removed and/or damaged. Said Unit Owner waives any rights which he or she may have to obtain reimbursement from the Association, its officers, directors and agents for the costs and expenses which are incurred in connection with replacing, repairing and/or installing the hard surfaced floors pursuant to this paragraph. The replacement, repair and installation work of the hard surfaced floors (which the Unit Owner must pay for) will require the approval of the Association, and remains subject to all provisions of the Association's governing documents.

4.4 Carpeting. All carpeting installed or replaced must be padded using Full House padding, manufactured by Sponge Cushion or equivalent. Full House is an anti-microbial, high-density rubber cushion with a weight of 110 oz. per square yard and a density of 23 pounds per cubic foot.

4.5 Electrical/Telephone/Data Lines. Plans for any electrical alterations, telephone and data lines shall include the following:

- a. *Electrical*. At a minimum, conceptual electrical and lighting layouts are required. Depending on the proposed electrical work, engineered drawings may be required. No aluminum wiring is allowed—all electrical wiring must be copper. No Romex wiring allowed. All electrical boxes in common walls must be acoustically insulated.
- b. *Floor Outlets*. All floor outlets must be GFI (ground fault interrupt) outlets.
- c. *Telephone/Data Lines*. Conceptual telephone/data outlets must be shown on the electrical layouts. All telephone CPU's, switching equipment, and system upgrades must be installed inside the Member's Unit. Such equipment may not be installed in the Association's common areas. Any wire runs to common area phone terminals must be Code-compliant, must be installed so as not to be visible. Above ceilings all wiring must be concealed in conduit or be plenum-rated. Please note on the plans that the contractor must coordinate with the Management Office.

4.6 Plumbing Lines. Plans must show existing conditions as well as proposed alterations.

- a. *Water Lines*. All domestic water lines must be copper. All hot water lines must be insulated.
- b. *Sound Isolation*. All plumbing must be isolated from walls, studs, joists, ceilings, and flooring. Isolators must be a minimum ½ inch thick Armaflex, or equivalent, with sheet metal jacketing with closed cell foam wrapped within a carbon steel jacket. The closed cell foam must be minimum of ½ inch thick Armaflex type "AP" or equal. The jacket finish must be mil. Galvanized (24 gauge). Isolators must be three (3) inches long with diameter determined by pipe size. Where pipes are larger than two (2) inches and attachment is required, isolate from the structure using a pipe clamp around the pipe. Use a Mason Industries type W pad *under* a 3/16 inch, minimum, steel plate. Please note on plans.
- c. *Penetrations*. Where piping passes through studs or floor construction and no attachment per code is required, create minimum 1/4 inch clearance around the pipe. Where lines penetrate gypsum board, concrete or other material, the pipe must not be in contact with material and the "sleeve" must be resilient. The material must be USG Acoustical Sealant, or equal, at non-rated penetrations or a 3M non-hardening fire caulking, or equivalent, meeting the required fire rating.
- d. *Waste and Vent Lines*. All lines must be cast iron. Where there is exposed contact between a waste and/or vent line (or waste or vent line will be replaced) and the building structure, re-align waste and vent lines so there will be no

contact and/or create clearance by shaving the stud, drywall or enlarging the opening around the line. Do not stuff resilient materials between the pipe and the structure. Please note on drawings.

- e. *Water Velocity & Load Calculations.* Size all piping so water velocity does not exceed five (5) feet per second. No additional fixtures are allowed such as wet bars, toilets, bidets, showers, tubs, clothes washers, etc., unless load calculations show the volume of waste produced does not overload the existing plumbing system.
- f. *Angle Stops and Risers.* Replace all angle-stops under sinks, toilets and bidets with brass. Risers must be braided metal supply hoses. Please note on drawings.
- g. *Isolation Valves.* Isolation valves must be installed for all water lines servicing the unit. The valves must be installed in a location easily accessible from the common area.

4.7 Plumbing. If plumbing alterations are approved, high-quality fixtures must be used throughout so as to avoid plumbing failures and problems with hot and cold water cross currents. All fixtures including tub and lavatory must incorporate the use of an aerator in their design. Valves and fixtures must comply with ISO 3822/1 having an appliance noise level of 20 dBA or less.

- a. *Acoustical Standard.* Daytime sound transmission between units must be no greater than 10 dBA above the prevailing ambient noise level. ( $L_{90}$ ) or 55 dBA, whichever is less. Nighttime sound transmission between adjacent units must be no greater than 10 dBA above the prevailing ambient noise level. ( $L_{90}$ ) or 45 dBA, whichever is less.
- b. *Toilets.* Low-flow, water-saving toilets must be installed. No “turbo” toilet or any other kind of noisy toilet is permitted. Risers must be braided metal supply hoses.
- c. *Steam Showers & Saunas.* A “Smitty Pan” must be installed under steam shower and sauna equipment. Venting must go to balcony soffits only. Manufacturer information sheets must be included with the plans.
- d. *Washers and Dryers.* Washers and dryers are currently not permitted in Units. If washer installations are approved by the Board of Directors, washers must use approved braided metal hot and cold water hoses. Washers must be vibration isolated using Mason Industries type BR mount or better. Venting for dryers must go to balcony soffits or patio enclosures only. Plans must also include an approved lint chamber system.
- e. *Spas and Tubs.* Both pump and tub must be isolated for noise and vibration. Show connection details, lip details, etc. The pump must be on neoprene mounts

equivalent to Mason Industries type ND (confirm no seismic requirements). The tub must be isolated from the floor using Enkasonic (manufactured by Akzo), or equivalent.

4.8 Mechanical. Plans must show existing as well as proposed alterations. Manufacturing information sheets should be included with all new equipment installations.

- a. *Acoustical Constraints*. No rigid contact is permitted between the building structure and mechanical systems. Spring isolators should be equivalent to Mason Industries type SLFH. No portion of the mechanical system may be connected touch the common partition between units. HVAC ducts must be sealed, lined, insulated or otherwise treated to maintain the required sound ratings.
- b. *Suspended Equipment*. For suspended equipment, the HVAC, equipment selected must be vibration isolated for the structure using Mason Industries type 30 hanger, or equivalent, having a minimum static deflection of one (1) inch.
- c. *Kitchen, Clothes Dryer and Steam Shower Venting*. Steam showers and clothes dryers must be vented as described under plumbing. Kitchen vent hoods must be vented into the building's existing vent system.
- d. *Seismic Restraints*. Seismic restraints, where required, must be indicated on the plans.

4.9 Entry Doors. No changes to the entry doors or common area entryways may be made without written approval of a majority of the owners on the involved floor as well as the Association's approval. This applies to door hardware as well as the doors themselves.

4.10 Windows and Window Walls. Plans must show any alterations to windows, window walls and balcony doors.

- a. *Visual Conformity and Mullions*. All glass replacement must be in harmony with the exterior of the building. Windows and window walls must include mullions which are the same color, size and configuration as original building mullions and must align with the building's mullions. Kitchen windows may only be replaced with windows of the same size and appearance. No mullion-free glass is allowed and no butt-glazed glass. Mullions must be installed on all corners.
- b. *Window Walls*. The window wall system must conform to the Norwood Series 3000, manufactured by Fleetwood (909) 279-1070, or approved equal. Member shall ensure a complete weathertight installation, including all required flashings, pans and sealants. Window wall components shall be structurally secured at the head, jambs and sills to resist all design loads.

## SECTION 5

## BALCONIES AND PATIOS

5.1 Light Fixtures. All external light fixtures must be in keeping with the Association's existing architectural design (including downward can lighting) and must not create a nuisance by flooding light into neighboring balconies or units, and must be submitted to the Board for approval.

5.2 Waterproofing and Floor Coverings. Any alterations to the flooring, such as new waterproofing or installation of tile or stone coverings requires the following:

- a. *Drainage.* The floors must be sloped so that water drains away from the building at a minimum of 1/4" per foot. The dimensions of the balcony and elevations showing drainage including existing drains and weep holes must be shown.
- b. *Waterproofing.* Plans must show the type of material that will be used and the waterproofing scheme.
- c. *Tile and Stone.* Plans must show the type of material that will be used and the waterproofing scheme. The weight of the materials must be taken into account so as not to overload balconies.
- d. *Flashings.* New flashing materials must be installed and existing flashings replaced wherever appropriate.

5.3 Railing Safety Glass. Safety glass may be installed on the inside railing of the balcony using untinted, ½ inch thick or thicker, tempered safety glass. The Board will also approve the use of untinted plexiglass if provided with documentation of comparable safety features. If at any time approved plexiglass yellows or otherwise shows signs of aging, the Board may require that it be replaced or removed. The glass panels cannot exceed the height of the railing and must be securely fastened to the inside of the railing so as to blend with the building.

5.4 Balcony Enclosures. Exterior materials and finish must be noted on the plans and must be consistent with the exterior of the building. Plans must show all structural bracing and tie-ins. *All enclosures require written approval from the Board of Directors as well as the Association's architect.*

5.5 Doors. Doors shall conform to those manufactured by United States Aluminum Corporation or approved equal. Doors shall be complete with all necessary frames, hardware, thresholds, weatherstripping and glazing accessories to ensure a weathertight installation. French doors are prohibited. Doors leading to common areas from the Unit must meet fire-resistant standards.

5.6 No Awnings or Flower Boxes. Awnings and patio covers are prohibited. Flower boxes on balcony rails are allowed if they conform to the following specifications: Standard redwood boxes painted to match the balcony rails and attached to the inside or outside of the wood portion of the rails.

5.7 Satellite Dishes. Satellite dishes one meter or smaller may be installed within the confines of a balcony or patio. The dish must be securely fastened so as not to present a safety hazard. Dishes may be attached to the balcony rails or the freestanding wood/lattice enclosures on Units with rooftop access. Dishes cannot be attached to the building walls unless the Owner first signs a Redecorating & Remodeling Agreement due the potential of damage to the structure's waterproof membrane. Cables may penetrate a wall but only to the extent necessary to expose the least amount of cable required to connect to the dish. All cabling must be securely fastened to the wall in horizontal or vertical runs to match the lines of the building. Diagonal runs are not permitted. Any exposed cabling must be painted to blend with the building. All wall and floor penetrations and all fasteners must be properly waterproofed to prevent water penetration.

## **SECTION 6**

### **COMBINING & DIVIDING UNITS**

6.1 Combining Units. Architectural plans of the proposed combination of the units must include the effects of the proposed combination on Common Area plumbing and wiring as well as written assurances from a licensed structural engineer that the changes will not lessen the structural support of any part of the building.

6.2 Common Area Entryways. When units are combined, the common area entryways into each of the units must be maintained even though the internal doorway to one of the units might be removed and walled in.

6.3 Dividing Units. Once two or more units have been combined, plans must be submitted and approved before the units may be divided again into separate units. When combined units are divided, they must be restored to their original dimensions and footprint. This includes the restoration of any common area entryways which might have been enclosed at the time the units were combined.

6.4 Assessments & Voting. The Assessments due and owing on the combined units shall be equal to the sum of the Assessments on the units before they were combined. The owner will also retain the voting rights originally assigned to each of the previously undivided units.

## **SECTION 7**

### **MISCELLANEOUS**

7.1 Variances. Where circumstances justify it, the Association may allow reasonable variances. The granting of such variances does not constitute a waiver of any right to withhold approval of any similar plan, drawing, specification or matter subsequently submitted for review.

7.2 Existing Nonconforming Improvements. Existing nonconforming improvements do not constitute a basis for allowing any new nonconforming improvements. The acceptance of any plans, drawings or specifications for any work done or proposed does not constitute a waiver of any right to withhold approval of any similar plan, drawing, specification or matter subsequently submitted for review.

7.3 Building Department Alterations. Any changes made by the Building Department must be forwarded to the Association's architect for review and approval before work may commence.

7.4 Conflicts Between City and Association. Any construction, repair, modification, or alteration of any improvements requiring the issuance of a building permit must be submitted to the appropriate governmental entity for review and approval. In the event of a conflict in the conditions of approval imposed by the entity and the Association, the more restrictive conditions will control. Nothing in these Architectural Standards limits the Association from imposing conditions of compliance which are more restrictive than conditions imposed by governmental agencies.

7.5 Corrections and Comments to Plans. Corrections to plans or comments made by the Association do not relieve the Member of his or her responsibility to engineer the proposed work properly and to comply with applicable building codes, ordinances, and CC&Rs.

