

Rocky Ridge Homeowners  
“Check List”  
For Approval to Construct

1. Telephone or email the RRPOA Property Manager. Seek information regarding your proposed project as it relates to past projects or requests.
2. Contact adjoining homeowners in sight of the proposed work and let them know of your intent. Key will be discussions on elements of construction such as potential increase in noise from relocation of piping, venting, relocation of bathrooms or washer and dryer units and other alterations which could affect your neighbors.
3. Choose one of the following depending on the scope of work of your project:
  - A. Fast-Track-- A Fast Track project can be requested at any time. Examples of Fast Track projects are non-structural interior improvements, replacement of cabinets, countertops or appliances in existing locations and openings, and with no exceptions that meet the criteria and specifications as stated in the CC&R's. If approved in writing, proceed to the after-approval process.
  - B. Conceptual Review-- A Homeowner can call the Property Manager to discuss the project, obtain guidance on what will be entailed, and various ways the remodel/renovation could be approached.
  - C. Formal Review—When ready with the information, submit the written request for the project, along with exterior photos and photos of the affected areas of the unit, a conceptual sketch of the proposed work, necessary contractor information and insurance, three sets of architectural plans and a detailed description of the project. The Property Manager and the ACC Chair will discuss the proposal with the Owner including areas that might be addressed in more detail, give direction on questionable modifications and discuss timeline issues.

It is important to note that the completed submittal to the ACC is required a minimum of 10 business days before the meeting. Once the ACC has reviewed the request (and where appropriate asked for more information or detail), the Committee will propose its decision to approve or deny the request.

AFTER APPROVAL

When approved either by fast Track or the ACC, the Homeowner will receive approval in writing.

The Homeowner is required to:

- Obtain permits from all agencies requiring permits for construction at Rocky Ridge: Placer County, TRPA. The specific agencies required will be detailed in the written approval.
- Hire only a California licensed contractor. The Contractor and its Subcontractors must show evidence of liability insurance, automobile insurance and workers compensation insurance covering all workers on the site. The liability insurance must name RRPOA and its agents as additionally insured. The Contractor and Homeowner are responsible to ensure that :
  - All work is done to current code requirements
  - Any damage done to the Common Area during the process is identified and corrected by the Contractor

- A copy of all required permits is delivered to the office of the Property Manager before any works begins
- The Contractor contacts the RRPOA Property Manager to schedule a preconstruction meeting prior to beginning the project
- The Contractor reviews the Construction Rules and Regulations with employees and Subcontractors to ensure all of the requirements are met
- It is the Homeowner's responsibility to ensure that the project is completed in a timely fashion and exactly as specified in the approved plans.
- The Homeowner shall contact the RRPOA upon completion of the project and schedule a final walkthrough with the Property Manager. Copies of the final and signed inspection must be placed at the Property Managers office.

At the discretion of the RR Board and the ACC, it should be noted that any Rules and Guidelines will be updated periodically to meet current needs for Rocky Ridge.