

**TOP O'TOPANGA**  
3360 North Topanga Canyon Blvd.  
Topanga, CA 90290

**CONSTRUCTION AND NEW HOUSE INSTALLATION  
GUIDELINES**

**1. BEFORE CONSTRUCTION BEGINS**

- 1.1 The Homeowner is to obtain ARC Guidelines and forms from the Office Manager.
- 1.2 The Homeowner is to submit to ARC the following: plot plan, floor plan, elevations, materials, colors and any other documentation that will assist ARC in determining whether the project conforms to Community standards and Guidelines. A Neighbor Notification Form, if applicable, needs to be submitted at this time.
- 1.3 Landscaping and fencing plans may be submitted at this time or later as long as they are submitted before work begins.
- 1.4 The Office Manager will review the documentation, complete a cover sheet and forward the packet to ARC. If paperwork is missing or incomplete, the packet will be kicked back to the Homeowner resulting in delays.
- 1.5 ARC will review and return the paperwork to the Office Manager.
- 1.6 The Office Manager will notify the Homeowner of ARC's decision and will keep the supporting paperwork on file.

**2. PERMITS AND HCD**

- 2.1 The Homeowner (or his or her Agent) is to obtain the necessary building permits.
- 2.2 Per CPUC, Show on the PLOT PLAN, all utility infrastructure changes (report and map the before and after location of the changes).
- 2.2 All changes in construction made AFTER original ARC approval must be submitted in writing and approved before execution (see Section 1).
- 2.3 All permits, plans, specifications and approvals must be on file with the Office Manager before work begins.
- 2.4 The Department of Housing and Community Development, (HCD), issues permits for home installations and certain modifications. HCD will inspect work for compliance at certain stages of development and at completion.
- 2.5 The Homeowner is ultimately responsible for the work being in

compliance with HCD Title 25, local laws and TOT Rules and Guidelines.

### **3. SITE INSPECTIONS, UPGRADES AND SIGNING OFF**

- 3.1 An HOA Agent is to inspect utility infrastructure and will do a walkthrough with the Contractor prior to work commencing.
- 3.2 An HOA Agent will make periodic site inspections as work progresses.
- 3.3 An HOA Agent is to review compliance, corrective issues, and do a final walk through with Builder or Contractor before signing off.
- 3.4 The Homeowner must improve infrastructure when the opportunity warrants or mandates it, i.e., rerouting utilities for ease of access, upgrading utility lines where possible, etc.

### **4. UNIT STAGING**

- 4.1 The Homeowner is to contact the Office Manager to submit a preliminary schedule of staging and the onsite movement of unit(s).
- 4.2 The Homeowner must notify impacted residents at least 48 hours in advance, in writing, and is to minimize interruption of services (mail, trash, street cleaning, etc.).
- 4.3 The Homeowner is to provide cones, yellow caution tape, night reflectors, signage, etc., as warranted for safety.
- 4.4 The Office Manager is to coordinate with the Homeowner for the scheduling, location and length of time the modular units, rigs, cranes and other involved vehicles may remain parked in the Common Area. Preliminary preparation work on the modular unit must be done in a way as to minimize the impact on Community traffic and safety. The Office Manager will represent the HOA and is authorized to impose established fines on any infractions he or she might find. This representative is also authorized to stop work on the modular unit or lot should he or she deem the situation a hazard in his or her opinion.