

**IMPROVEMENT APPLICATION SUBMITTAL CHECKLIST:**

**Submittal Package:** In order to expedite the approval process, the Submittal Package for any Improvements (other than patio furnishings and window coverings) must include the following:

- Remodeling Application
- Plans and specifications showing the location, nature, kind, shape, height, weight and materials, including the color and any other requirements set forth in the Architectural Guidelines (“Plans and Specifications”), clearly indicating all proposed modifications (**three (3) sets** of each plan sheet)
- Floor plans, if an Owner is requesting permission to remove or relocate a wall
- Description of materials and colors
- A proposed construction schedule (including proposed start and completion dates)
- Certificates of insurance (including contractors exclusions and proof of valid workers compensation insurance). The Association shall be named as an additional insured on the Certificates of Insurance for the period of time the work is in progress. Article VIII, Section 8.5.5 of the CC&R’s.**
- Permits and licenses, if applicable
- Names, addresses and phone numbers of all contractor's and subcontractors who will work on the project.

**PLEASE REVIEW THE ARCHITECTURAL GUIDELINES FOR ANY ADDITIONAL REQUIREMENTS OR INFORMATION.**

**The Architectural Committee will not be able to review your application unless all required plans, forms and information for your proposed Improvement(s) are included in your Submittal Package.**

**BARKER BLOCK HOMEOWNERS ASSOCIATION  
REMODELING APPLICATION**

RETURN FORM TO:

Barker Block Homeowners Association  
c/o Action Property Management  
510 South Hewitt St.  
Los Angeles, CA 90013

Date: \_\_\_\_\_

Unit #: \_\_\_\_\_

Name of Owner(s): (1) \_\_\_\_\_

(2) \_\_\_\_\_

Current Mailing Address(es):

(1) \_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide the following:

Name and company name of general contractor:

\_\_\_\_\_

\_\_\_\_\_

Phone numbers: \_\_\_\_\_

State License Number: \_\_\_\_\_

Name and company name of designer:

\_\_\_\_\_

\_\_\_\_\_

Phone numbers: \_\_\_\_\_

Name of other important contacts for this Project and phone numbers:

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Briefly describe proposed improvements:

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Proposed Start Date: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

Owner's Signature:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Letter of Approval Sent: \_\_\_\_\_

Insurance Received for Contractor: \_\_\_\_\_ Expiration Dates: \_\_\_\_\_

**BARKER BLOCK  
UNIT ALTERATION AUTHORIZATION REQUEST**

Prior to the commencement of any addition, alteration, construction work or other improvements, Owners must submit an application to the Architectural Committee for approval of such work in accordance with the procedures set forth above. Additional requirements, if applicable, shall at a minimum include the following prior to the commencement of any Unit alterations:

1. Provide the Association with a Certificate of Insurance for all contractors that will be doing work in the building.
2. Provide the Association with a copy of any approved building and other permits.
3. Provide the Association with a complete schedule for remodeling.
4. Deliver to the Association a deposit if required, in the required amount stated.

I, \_\_\_\_\_, legal owner of Unit # \_\_\_\_\_, understand that I am responsible for my worker's actions and any damages to the Common Area while the workers are in the building.

I have deposited with the Association, through Management, a check in the amount of \$ \_\_\_\_\_. I understand that this sum may be fully refunded, that fines, costs and other charges may be applied to the deposit, or that I may be subject to an additional assessment if the deposit is insufficient to reimburse the Association for its costs and expenses arising from or relating to my work of improvement. I understand that an accounting of my security deposit shall be made upon completion of such work of improvement in accordance with these Standards.

I further understand that these Architectural Guidelines are solely for the purpose of assisting in my construction project and are not inclusive of all Association policies and rules which might apply from time to time. Although certain building plans may be made available to me by the Association I assume full responsibility to verify any items on the plans which might affect my modifications.

I also understand that the Association, through the Architectural Committee or its agent, has a right to inspect the premises at any time during normal business hours.

I will comply with all city, county and state building codes and obtain necessary permits and inspections and will deliver a copy of same to the Management Office of the Association in a timely manner.

\_\_\_\_\_  
**Unit Owner**

\_\_\_\_\_  
**Date**

**BARKER BLOCK  
INDEMNITY AND HOLD HARMLESS AGREEMENT**

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_  
in the City of Los Angeles, County of Los Angeles, State of California between  
\_\_\_\_\_ and \_\_\_\_\_,  
hereinafter referred to as Indemnitors and Barker Block Homeowners Association, 510  
Hewitt Street, Los Angeles, CA 90013 hereinafter referred to as Barker Block.

Indemnitors seek to perform certain work of improvement more particularly described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ upon the premises managed,  
maintained and operated by Barker Block Homeowners Association.

Indemnitors jointly and severally undertake to defend, hold harmless and indemnify  
Barker Block from and against any and all liability, loses, expenses, judgments or  
damages Barker Block may suffer as a result of claims, costs or judgments against Barker  
Block, arising out of Indemnitor’s work of improvement, including any and all actions  
and omissions of Indemnitor’s agents, independent contractors and/or employees.

In the event Barker Block incurs any expenses, or becomes obligated to pay any  
attorneys’ fees or court costs, as a result of any claims or demands arising out of  
Indemnitor’s work of improvement, Indemnitors agree to reimburse Barker Block for  
such expenses, attorney fees or costs within a reasonable time, in no event to exceed 30  
days, after receiving written notice from Barker Block of the incurring of such expenses,  
attorney fees or costs.

Indemnitors shall pay Barker Block interest at the legal rate on all expenses or costs  
reasonably incurred by Barker Block in the enforcement of this indemnity contract, and  
of any sums Barker Block may pay as a result of claims, demands, costs or judgments  
with respect to the subject matter of this agreement, from which the date such sums are  
actually paid.

Indemnitors and each of them represent and warrant that all work shall be performed by  
persons licensed by the State of California. Prior to commencement of any work  
evidence of license shall be furnished to Barker Block.

In the event Barker Block incurs any expenses or becomes obligated to pay any  
attorneys’ fees or court costs arising from, resulting from, or relating to any claims,  
demands or liability arising out of Indemnitor’s work or improvement, Indemnitors agree  
to indemnify and reimburse Barker Block for such expenses, attorneys’ fees or costs  
within a reasonable time, but in no event to exceed thirty (30) days from the receipt of a  
written demand for indemnity from Barker Block.

Barker Block shall give Indemnitors at least fifteen (15) days' written notice of any claim covered by the Agreement. Barker Block shall not be obligated to tender the defense to Indemnitors and may settle any claim without Indemnitors' obligation to reimburse or indemnify Barker Block for any settlement sum or other charge, cost, fees or expense paid in advance by Barker Block. The Terms of this Indemnity Agreement shall bind and inure to the benefit of the parties and their heirs, legal representatives, successors and assigns.

\_\_\_\_\_  
**Unit Owner**

\_\_\_\_\_  
**Date**