

A circular stamp with the words "FILE" and "COPY" stacked vertically in a bold, sans-serif font.

Kohar Shirikian

From: Sarah Reynaga [sarahr@massingham.com]
Sent: Tuesday, March 31, 2009 12:31 PM
To: Kohar Shirikian
Subject: Williams Landing Door Grids

Hi Kohar,

The slider doors are allowed to be with or without grids (mullions) per the Board of Directors. The original sliders did not have the grids. Thank you for checking with me on this.

Sarah Reynaga
Administrative Assistant to Shannon Hall and Helen Davis
Massingham & Associates Management, Inc.
An Associa Member Company
2247 National Ave
Hayward CA 94545
Direct Line: 510-780-8555
Fax: 510-780-7535
sarahr@massingham.com
Visit us at www.massingham.com



Associa

Massingham & Associates Management, Inc.

Associa--the Nation's Leader in Community Association Management

Notice: This e-mail message is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message. Please virus check all attachments to prevent widespread contamination and corruption of files and operating systems. The unauthorized access, use, disclosure, or distribution of this email may constitute a violation of the Federal Electronic Communications Privacy Act of 1986 and similar state laws.

This communication does not reflect an intention by the sender or the sender's client or principal to conduct a transaction or make any agreement by electronic means. Nothing contained in this message or in any attachment shall satisfy the requirements for a writing, and nothing contained herein shall constitute a contract or electronic signature under the Electronic Signatures in Global and National Commerce Act, any version of the Uniform Electronic Transactions Act or any other statute governing electronic transactions.

Williams Landing Homeowners Association
c/o Massingham & Associates Management, Inc.
2247 National Avenue - Hayward, CA 94545
510.780.8555 Phone/ 510.780.7535 Fax
sarahr@massingham.com

March 24, 2008

Stephen & Pamela Jo Culores
106 Williams Lane
Foster City, CA 94404

REF: Architectural Application Approved
106 Williams Lane

Dear Homeowner(s):

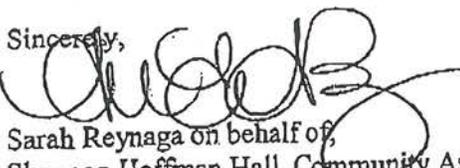
We are pleased to inform you that your application to *install new windows* has been **APPROVED** by the Williams' Landing Homeowners Association, with the following conditions:

1. Design and construction must meet the guidelines as specified in your CC&R's, any applicable state and federal laws, and as described in the enclosed architectural application.
2. Please obtain design approval from the appropriate local agency if necessary.
3. Prior to the start of any work please make sure that all vendor information has been provided including insurance certificates.
4. Any damage done to the Common Area will be the responsibility of the unit owner.
5. Also, at completion of the work, please send to my attention, copies of any final signed agency permit(s).
6. *Retrofit installation leaves a larger portion of the frame showing, so part (about an inch) closest to the trim will have to be painted the sail cloth color to make it look uniform with the original windows.*
7. The kitchen window has been approved *without the grids as requested in your application.* (case by case)

Any additions or modifications to the above referenced work will require a new application. Please be sure that your modifications comply with any applicable municipal codes and that you receive any additional approvals as necessary.

Please contact me at sarahr@massingham.com if you have any questions or comments. Thank you for your cooperation.

Sincerely,


Sarah Reynaga on behalf of,
Shannon Hoffman Hall, Community Association Manager
At the direction of the Williams Landing Board of Directors

cc: Property File: 00120-0391
Architectural Committee
Board of Directors
APPL2 - Architectural Application Approved

Kohar Shirikian

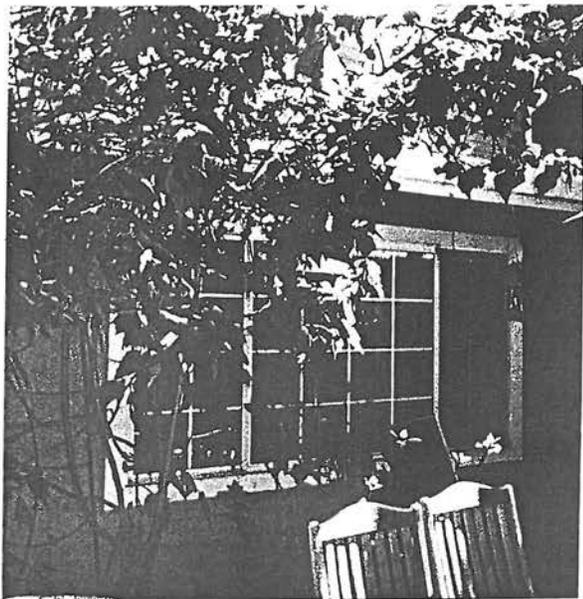
From: Sarah Reynaga [sarahr@massingham.com]
Sent: Tuesday, April 01, 2008 11:26 AM
To: Kohar Shirikian
Subject: Williams Landing

Hello Kohar,

As per our telephone conversation, the application for 106 Williams Lane was approved with no grids on the kitchen window because it is in the backyard and not viewed by any other homes or from the Common Areas. Please be advised that all such requests for no grids will be determined on a case by case basis.

Sarah Reynaga
Administrative Assistant to Shannon Hall and Helen Davis
Massingham & Associates Management, Inc.
An Associa Member Company
2247 National Ave
Hayward CA 94545
Direct Line: 510-780-8555
Fax: 510-780-7535

sarahr@massingham.com
Visit us at www.massingham.com



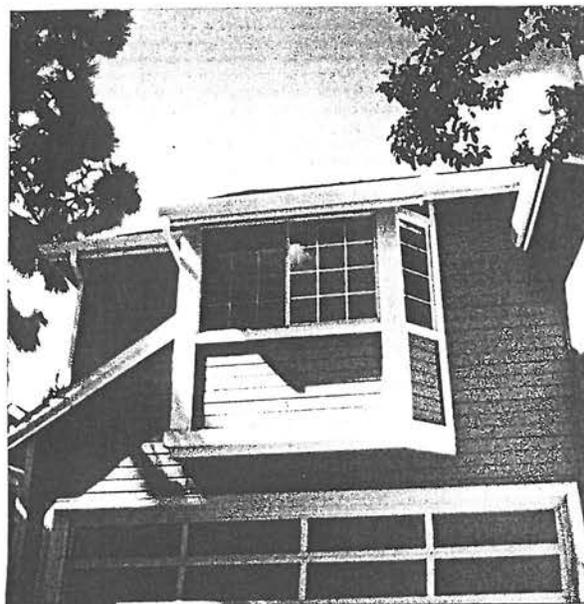
1-8° x 40 NO
GRIDS



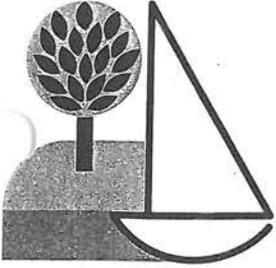
1-OCT
1-6° x 30 x 0



1-2° x 3° x 0



1-6° x 4 x 0
1-2° x 4 0



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222
(650) 286-3200
FAX (650) 574-3483

CITY OF FOSTER CITY COMMUNITY DEVELOPMENT DIRECTOR'S ACTION NOTICE OF DECISION

APPLICATION RECEIVED: June 28, 2007

APPLICATION COMPLETE: July 28, 2007

ACTION DATE: August 2, 2007

CASE NO: UP-84-012H (Addendum)

OWNER: William's Landing Homeowners' Association (Attn: Shannon Hall)

OWNER ADDRESS: 2247 National Ave., Hayward, CA 94545

APPLICATION FOR: Addendum to review process for window prototype UP-81-012H

LOCATION: William's Landing Planned Development

ZONING: RT/PD (Townhouse Residence/Planned Development) District

ACTION TAKEN: Approved with conditions

On the date listed above, the Community Development Director of the City of Foster City, took the action described above on the subject Architectural Review application based on the following findings:

1. That the current proposal to amend the application review process for reviewing windows and doors in the William's Landing Planned Development, dated August 2, 2007, which requires an application for and the issuance of a building permit, while utilizing the approved prototype for windows and doors approved on November 16, 2004 and revised November 29, 2004 will ensure that emergency egress will be maintained from rooms where new windows have been installed, thereby helping to ensure the safety of occupants of the residential structure in an emergency.

This action is subject to any conditions contained in Exhibit A, attached.

Expiration

Any Architectural Review approval shall, without further action, become null and void if not used within two (2) years from the date of approval thereof, or within any shorter or longer period of time if so approved by the Community Development Director.

Appeal

Pursuant to Section 17.06.150 of the Foster City Municipal Code, an action of the Community Development Director on an application may be appealed within ten (10) calendar days after the date of the Community Development Director's decision, in writing, to the Planning Commission.

EXHIBIT A

WILLIAMS LANDING HOMEOWNERS' ASSOCIATION Prototypical Design Guidelines for Window and Sliding Glass Door Replacements

The following guidelines shall govern the installation and replacement of windows and sliding glass doors in the Williams Landing Planned Development:

CONDITIONS OF APPROVAL

1. All construction shall be designed, constructed, installed, and maintained in a professional manner and appearance.
2. All materials and colors shall be as approved. Once constructed or installed, all improvements shall be maintained in accordance with the approved plans. Any changes which affect the exterior character of the work shall be resubmitted for approval. The construction or placement of unapproved features or unapproved changes to buildings or structures which were a part of approved plans can and will result in the issuance of a "Stop Work Order" by the City, the need to revise plans and obtain City approval for all changes prior to recommencing work, and the possibility of penalty fees being assessed for unauthorized work.
3. Standard residential security requirements as established by Chapter 15.28 of the Foster City Municipal Code shall be provided.
4. Prior to any final building inspection approval, imposed conditions and all improvements shall be completed to the satisfaction of the City.
5. All architectural elements such as soffits, screens, etc. not shown or detailed on the plans shall be finished in a material and color in harmony with the exterior of the building.
6. Replacement windows shall be the same type of window (i.e. slider, operable, non-operable or casement) as the existing window, except as approved by the Williams Landing Board of Directors and the Foster City Community Development Department.
7. When any window on a house's front, side, or rear elevation is replaced with one that has a different design (with respect to frame color, material or grids), the other windows on that elevation shall be replaced such that all windows on a single elevation share one consistent design, material and frame color, except that the hexagonal or circular windows are not required to be replaced to match.
8. Replacement windows shall have white vinyl frames and shall have grids to match the existing windows as shown on Exhibit B.

APPROVAL PROCESS

1. The homeowner or contractor shall apply for an Architectural Review from the Planning/Code Enforcement Division and shall submit the following:
 - A letter from the Board of Directors of the Williams Landing Homeowners Association (HOA), indicating their action on the proposal.
 - An Architectural Review application and filing fee.
 - Three copies of a photos or elevations showing all the windows to be replaced.
 - Brochure or information demonstrating the type of windows that will be installed.

Sherry Azizi

 Sherry Azizi, Managing Agent
 Massingham and Associates, for
 Williams Landing Homeowners' Association

12.2-04

 Date

Richard B. Marks

 Richard B. Marks, Community Development Director
 City of Foster City

12-3-04

 Date

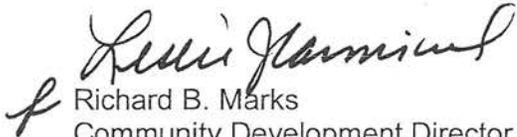
Appeals may be filed using the appeal form available in the Community Development Department or by letter. There is a fee for filing an appeal. All appeals must be filed in accordance with Section 17.06.150.

Acknowledgment by Applicant

Pursuant to Section 17.58.040.E of the Foster City Municipal Code, any Architectural Review decision shall not be effective until the permittee acknowledges acceptance of any conditions of approval and any appeal period has lapsed, or if there is an appeal, until a final decision has been made on the appeal.

In order to demonstrate that you are aware of and understand the Architectural Review conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning/Code Enforcement Division. Please keep the duplicate for your records. *Please be advised that a Building Permit **will not** be issued until the Planning/Code Enforcement Division has received the signed Notice of Decision.*

Sincerely,


Richard B. Marks
Community Development Director

(Applicant's Name) (Please Print)

Planners Initials: el

(Applicant's Signature)

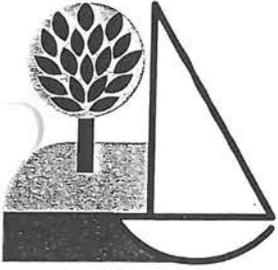
EXHIBIT A
WILLIAM'S LANDING HOMEOWNERS' ASSOCIATION
Prototypical Guidelines for Windows/Doors

The following condition and revised approval process established in this prototype addendum shall amend the adopted approval process for the installation and replacement of windows and sliding glass doors in the William's Landing Planned Development (File No. UP-84-012H). All other conditions in the prototypical guidelines are to remain effective:

CONDITIONS OF APPROVAL

1. Prior to installation or replacement of all windows, a building permit shall be obtained from the Building Division. The following shall be submitted with the building permit application:
 - A letter indicating the action of the William's Landing Homeowner's Association on the proposed window and/or sliding glass door replacements.
 - Four copies of photographs or elevations indicating the location and size(s) of the windows and/or sliding doors
 - Brochure or information on the proposed replacement windows and/or sliding doors.

This condition of approval/requirement for a building permit replaces item number 1 of the Approval Process with the result that all replacement windows in this planned development shall require a building permit instead of an Architectural Review Permit.



City of Foster City

ESTERO MUNICIPAL IMPROVEMENT DISTRICT

610 FOSTER CITY BOULEVARD
FOSTER CITY, CA 94404-2222
(650) 286-3200
FAX (650) 574-3483

CITY OF FOSTER CITY COMMUNITY DEVELOPMENT DIRECTOR'S ACTION NOTICE OF DECISION

APPLICATION RECEIVED: October 29, 2004

APPLICATION COMPLETE: November 15, 2004

ACTION DATE: November 16, 2004 (Revised November 29, 2004)

CASE NO.: UP-84-012H

OWNER: Williams Landing Homeowners' Association

OWNER ADDRESS: 2497 Industrial Parkway West, Hayward, CA 94545

APPLICATION FOR: Prototype for Replacement Windows and Sliding Doors

LOCATION: Williams Landing Planned Development

ZONING: RT/PD (Townhouse Residence/Planned Development) District

ACTION TAKEN: Approved with Conditions

On the date listed above, the Community Development Director of the City of Foster City, took the action described above on the subject Architectural Review application based on the following findings:

1. That the proposal to establish a prototype design for the replacement of windows and sliding doors in the Williams Landing Planned Development, as conditioned in Exhibit A and illustrated in Exhibit B are consistent with the Foster City General Plan and Title 17, Zoning, and Chapter 2.28, Planning, of the Foster City Municipal Code because the proposed prototypical design will maintain the existing appearance of residential units in the development, will allow for necessary maintenance and repair of houses, will preserve "the quality of the City's residential neighborhoods" as stated in the Land Use and Circulation Goal (LUC-A) and Land Use Policies (LUC-38 and LUC-39) contained in the Land Use and Circulation Element of the Foster City General Plan, will provide additional/modified light and ventilation for the house, and will be consistent with the residential use of the residences in the development.
2. That the design of the proposal is appropriate to the City, the neighborhood and the lot in which it is proposed because the design, colors, and materials of the prototypical window replacement will be compatible with the architectural style, character, and

proportions of residential units in the development and will be in keeping with similar improvements in the neighborhood.

3. That the design of the proposal is compatible with its environment with respect to use, forms, materials, colors, setbacks, location, height, design, or similar qualities as specified in Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code because 1) the prototypical design will provide guidelines to ensure that window replacements are orderly and consistent for all residential units in the development, and therefore, the overall architectural style and characteristics throughout the planned development will be preserved; 2) the size of the replacement windows will be the same size as the existing windows; and 3) the frame color of the replacement window will match the frame color of the existing windows.

4. That the proposal will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the City because the prototypical design will ensure that all residential units maintain similar architectural characteristics, will meet the requirements of Section 17.58.010, Intent and Purpose, of Chapter 17.58, Architectural Control and Supervision, of the Foster City Municipal Code, and will not have detrimental visual impacts on the neighborhood, the planned development, or the property values in the area.

This action is subject to any conditions contained in Exhibit A, attached.

Expiration

Any Architectural Review approval shall, without further action, become null and void if not used within two (2) years from the date of approval thereof, or within any shorter or longer period of time if so approved by the Community Development Director.

Appeal

Pursuant to Section 17.06.150 of the Foster City Municipal Code, an action of the Community Development Director on an application may be appealed within ten (10) calendar days after the date of the Community Development Director's decision, in writing, to the Planning Commission. Appeals may be filed using the appeal form available in the Community Development Department or by letter. There is a fee for filing an appeal. All appeals must be filed in accordance with Section 17.06.150.

Acknowledgment by Applicant

Pursuant to Section 17.58.040.E of the Foster City Municipal Code, any Architectural Review decision shall not be effective until the permittee acknowledges acceptance of any conditions of approval and any appeal period has lapsed, or if there is an appeal, until a final decision has been made on the appeal.

In order to demonstrate that you are aware of and understand the Architectural Review conditions of approval (attached hereto as Exhibit A), please sign the original of this letter and return it to the Planning/Code Enforcement Division. Please keep the duplicate for your records. *Please be advised that a Building Permit **will not** be issued until the Planning/Code Enforcement Division has received the signed Notice of Decision.*

Sincerely,


Richard B. Marks
Community Development Director

(Applicant's Name) (Please Print)

Planners Initials: *LJC*

(Applicant's Signature)

EXHIBIT B



UP-84-012H
CITY OF FOSTER CITY
PLANNING DEPARTMENT

NOV 16 2004

JGC
ADMINISTRATIVE APPROVAL
WITH CONDITIONS *ECF*



UP-84-012 H
CITY OF FOSTER CITY
PLANNING DEPARTMENT

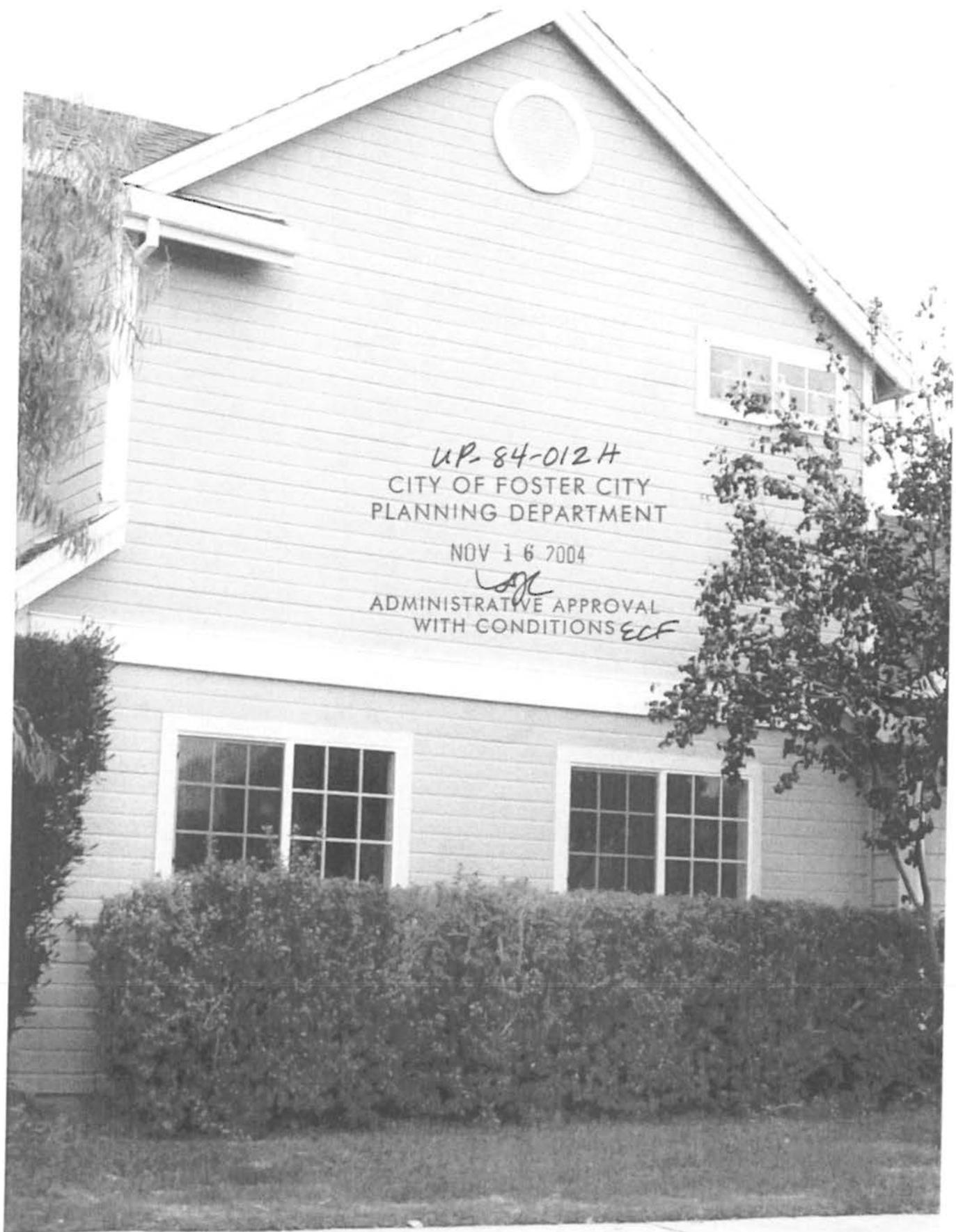
NOV 16 2004

SP
ADMINISTRATIVE APPROVAL
WITH CONDITIONS *UP*

UP-84-012H
CITY OF FOSTER CITY
PLANNING DEPARTMENT

NOV 16 2004

Log
ADMINISTRATIVE APPROVAL
WITH CONDITIONS *ECF*





UP-84012 H
CITY OF FOSTER CITY
PLANNING DEPARTMENT
NOV 16 2004
ADMINISTRATIVE APPROVAL
WITH CONDITIONS *ECR*