



STRATUS MANAGEMENT

FULL SERVICE PROPERTY MANAGEMENT

October 12, 2004

Homeowners
Marina Park Homeowners Association
San Diego, CA 92101

Re: Updated Architectural Change Form

Dear Homeowner,

Enclosed is the recently updated architectural change form. Please note there will be a \$200.00 elevator use fee charged on all major unit renovations. This form must be filled out and submitted to the association manager for Architectural Committee approval prior to any refurbishing work beginning. Please note: Your project is complete, approved and inspected upon your receipt of signed page two.

Please note: The following comments in the April 2004 edition of the BREEZE are incorporated herein.

UNIT RENOVATION POLICY:

The Board has approved the new procedures to cover the impact of construction activities incidental to renovation projects within units.

These procedures are designed to minimize the effects of these projects on hallways and elevators, and to mitigate the risk of accidental damage to other units.

Authorization forms are available from Stratus Management. All fees and deposits must also be paid to Stratus in advance to ensure that the planned work can start as scheduled.

A completed authorization form and a refundable \$500 deposit is required at least 7 days in advance of ALL planned work on the premises. The deposit, for possible damage to common area property, will have to be posted before contractors are allowed access to the property to start work. In addition, owners are required to certify that their contractors are licensed and bonded.

Homeowners planning major projects will need to pay a project fee of \$200 to cover wear and tear on elevators and hallways. "Major" renovation projects are defined as any construction activities that involve demolition, disposal, and replacement of unit features (walls, cabinets, counters, fixtures, flooring, etc.) and which extend over a period of more than two consecutive days. Thus

kitchen and bathroom replacement or upgrade could be expected to fall under these procedures, while smaller projects such as painting, new carpeting or closet organizers would not.

Marina Park security personnel will not be able to allow any workers on the premises without a completed authorization form and verification of the payment of the fees and deposit."

We would like to thank you in advance for your cooperation in this matter. If you have any questions please feel free to contact our office at 619-233-0553.

Sincerely,

A handwritten signature in cursive script that reads "Katie Besek".

Katie Besek
Stratus Management