



WATERGATE COMMUNITY ASSOCIATION

8 Captain Drive

Emeryville, California 94608 (510) 428-0118 Fax: (510) 428-0379

E-mail: wcaoffice@watergatehoa.com Website: watergatehoa.com

Unit Modification Requirements Quick Guide

No WCA approval required:

- 1) Painting, carpeting, wall papering, wood paneling or window coverings
- 2) Bathroom and/or kitchen flooring alterations
- 3) Baseboard and/or trim replacement/installation
- 4) Minor electrical upgrades without change to location or load such as replacement of GFI outlets, switches, light fixtures, etc.*
- 5) Replacement in-kind of kitchen cabinets and countertops (no change in size or weight)*
- 6) Replacement in-kind of bathroom vanity cabinets and countertops
- 7) Minor plumbing upgrades without change in location such as replacement of sink, faucets, angle-stops, toilets, showerheads, etc*
- 8) Removal/replacement of interior doors and shelves
- 9) Replacement of existing dishwasher* or other appliances

WCA office approval: Application Required & 150 (no application deadline or BOD meeting schedule)

- 1) Wood or wood-type flooring replacement or installations other than bathroom or kitchen
- 2) Ceramic tile flooring replacement or installations other than bathroom or kitchen
- 3) Windows and sliding glass door replacement
- 4) Asbestos removal
- 5) Deck tile or coating installations
- 6) Tub tile surround repairs
- 7) Satellite Dish installation

Board approval required: Application Required & 150 (see application schedule for deadlines and meeting dates)

- 1) Wall removal, wall creation, wall relocation, pass-through window installation
- 2) Alterations affecting the load bearing capacity of a wall (large, wall-mounted TV, larger than existing wall-mounted kitchen cabinets, heavy shelving)
- 3) Ceiling sheetrock removal or asbestos encapsulation
- 4) Tub tile surround replacement (cosmetic)
- 5) Tub replacement and/or removal (includes walk-in shower, Jacuzzi tub, etc)
- 6) Marble tile flooring installation
- 7) Major electrical renovation such as recessed lighting, relocation or addition of switches or outlets, & renovation/replacement of electrical panel
- 8) Low-voltage wiring installations such as telephone and television cable
- 9) Bathroom ceiling fan replacement
- 10) Stove hood-fan alterations
- 11) Wall/ceiling insulation
- 12) Removal/replacement of sheetrock
- 13) Installation of new dishwasher

Please consult the Unit Modification Application Guidelines and Procedures for complete information.

* May require City of Emeryville Building, Plumbing, Electrical, etc. Permit



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

Unit Modification Application Checklist

“Complete” applications contain the following items:

- ✓ 1 Completed Application cover page signed by the legal owner of the unit.
- ✓ \$150 application fee.
- ✓ Brief descriptive outline of work to be performed.
 - Flooring alteration requests shall specify which of the currently approved underlays will be used (see “Approved Flooring Insulation Underlays” list).
 - Window alteration requests require “before” and “after” diagrams if frame configuration will be different than existing (See Window Specifications).
 - Structural alteration requests require a Structural Engineer’s report outlining implications of proposed changes and mitigating steps to be taken (See Structural Engineer report specifications).
- ✓ “Before” Unit Floor plan (available at WCA office).
- ✓ “After” Unit Floor plan in the case of structural modifications, complete remodels or flooring requests.
- ✓ Signed Construction Debris Addendum.
- ✓ Signed Flooring Addendum if applicable.
- ✓ “Summary of Building Permits Required” page left blank.

Only “Complete” applications shall be approved and/or submitted to the ACC for review.



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

Items requiring Board approval must be submitted to the WCA office 10 days prior to the 1st Monday of the following month (see review schedule)

Legal Owner's Name: _____

Unit No. & Address: _____

Telephone (cell): _____ (Email): _____

Contractor: _____ CA. Lic # _____

Address: _____

Phone: _____

Unit Type: _____ WCA office review date: _____

ACC review date: _____ BOD review date: _____

The Watergate Community Association (WCA), its employees, and its agents will not assume liability for damages caused by or as a consequence of any modifications, whether or not it was caused by positive acts or omissions. As specified in the governing documents, the owners bear all responsibility and/or liability to persons, property, etc. This is not modified or altered by WCA inspections and/or approvals.

I have reviewed the governing documents, rules and Architectural Control Committee (ACC) guidelines and agree to abide by them.

Signature of Owner: _____ Date: _____

~ WCA Office Use Only ~

1 Complete set of modification details included? Yes _____ No _____

Fees paid? \$ 150.00 Receipt #: _____

WCA office verification: _____ Date: _____



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

SCOPE OF WORK OUTLINE

I, _____, the legal owner of _____, request approval
Name Address

from the Watergate Board of Directors to complete the following modifications to my Unit:

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

UNIT MODIFICATION REQUIREMENTS

The Association recognizes your desire to improve the comfort and value of your home. The Board of Directors and fellow Homeowners encourage such modifications as these improvements benefit the community as a whole. Some types of modifications, however, are subject to Board, and/or WCA office approval, and as such, require applications to be filed with the WCA office.

The following items are excerpts from the Watergate Community Rules that pertain directly to Unit Modifications, hours of construction, and responsibilities for maintaining Common Area cleanliness:

Page 21, #13 of the WCA rulebook states: *“Structural alterations to units require approval from the Architectural Control Committee and the Board of Directors. Unit modifications may require similar approval. Application forms and instructions are available at the WCA office.”* If you have any doubts as to whether the work that you are doing in your unit requires Board Approval, please do not hesitate to contact the WCA office.

Page 21, #14 of the Community Association rulebook: *“All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA’s trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.”*

Page 22, #15 of the WCA Rulebook it states: *“Hours permitted for construction from 8:00 a.m. to 5 p.m. on Monday through Friday. Weekend work is allowed with prior approval from WCA.”*

Your signature below acknowledges that you have read and understood the rules pertaining to alterations within your separate interest Unit and will make every effort to adhere to them. Specific information as to what types of modifications require approval, as well as application schedules and guidelines are available at the WCA at your convenience during regular office hours (Monday through Friday, 8:30 a.m. – 5:30 p.m. excluding holidays).

Owner's Name/Address/Signature

Date



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

CONSTRUCTION DEBRIS ADDENDUM

HOMEOWNER'S RESPONSIBILITY

Your signature signifies that as the legal owner of the unit listed below, you understand and agree to be responsible (financially or otherwise) to ensure that the Common Area (including but not limited to the hallways, elevators, lobbies and parking facilities) leading to and from your unit is kept free of resulting dirt and/or debris and that all related debris and refuse will be disposed of off-site. All costs incurred by the Association to remedy the observed defective condition will be the sole responsibility of the unit owner. Furthermore, the costs to return the Common Area to pre-construction condition shall be billed to the owner and paid within 15 days of said billing.

In this regards, page 21, #14 of the Community Association rulebook states: *“All contractors working on WCA units must register with Security at 4 Commodore Drive. WCA’s trash bins are not to be used for discarded items, such as appliances, carpeting, etc. Proper disposal of discarded items and clean up are the responsibility of the owner.”*

Owner's Name/Address/Signature

Date



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

FLOORING ADDENDUM

HOMEOWNER'S RESPONSIBILITY

The installation of flooring other than carpeting in a unit (excluding the bathroom and kitchen) requires the approval of the Architectural Control Committee and the WCA Board of Directors. Such Flooring will be installed with WCA approved insulation. Your signature below signifies that as the owner of the specified address, you understand and agree to be responsible to take immediate steps to eliminate the cause for complaints that arise from the transmission of noise that is related in any way to the installation of flooring other than carpeting.

In this regards, page 29, article 6.8 of the Watergate CC&Rs states: *Owners shall install and maintain at their sole expense rugs or carpeting on surfaces within their Units, or take other mitigating measures, where noise may disturb another resident.*"

Owner's Name/Address/Signature

Date



WATERGATE COMMUNITY ASSOCIATION

Application for Modification of Unit

SUMMARY OF BUILDING PERMITS REQUIRED

~ WCA OFFICE USE ONLY ~

BUILDING: *Yes / No:* _____

MECHANICAL: *Yes / No:* _____

ELECTRICAL: *Yes / No:* _____

PLUMBING: *Yes / No:* _____

STRUCTURAL: *Yes / No:* _____

ASBESTOS: *Yes / No:* _____

ACC RECOMMENDATION, BOARD ACTION & WCA FOLLOW-UP

WCA Considerations/Comments: _____ Date: _____

Architectural Control Committee Recommendations: _____ Date: _____

Board of Directors Remarks: _____ Date: _____

WCA Follow-up:

Outstanding Certificates: _____

Date of final inspection: _____ Date file closed: _____

2026 ANNUAL CALENDAR

BOARD OF DIRECTORS MEETINGS			HOLIDAY	OFFICE CLOSED
Month	Time	Meeting Type	New Year's	Thursday, January 1
			MLK Jr. Day	Monday, 19
			President's Day	Monday, February 16
			Memorial Day	Monday, May 25
			Juneteenth	Friday, June 19
			Independence Day	Friday, July 3
			Labor Day	Monday, September 7
			Thanksgiving	Thurs & Fri, Nov 26 & 27
			Christmas	Thurs & Fri, Dec 24 & 25
			The Clipper Club will be open holiday hours 9:00 am to 6:00 pm on these dates. Property Patrol will continue to be available 24- hours a day, 7-days a week. If you have a matter of urgent importance, please contact Property Patrol at 510-772-5005.	
2026 Annual Meeting: 7:00 PM November 2 2026 Candidates' Night: 7:00 PM October 5				

Board of Directors Menno Marringa – President Patton Granada – Vice-President Louise Engel – Secretary Rocio Haskell – Treasurer Daniel DelGreco – Director Parul Sharma – Director Fran Quittel – Director

ACC MEETING DATES	
Applications are due by 12pm in WCA Office on deadline date	
Application Deadline	ACC Meeting Dates
Friday, January 2	Wednesday, January 7
Friday, January 30	Wednesday, February 4
Friday, February 27	Wednesday, March 4
Friday, March 27	Wednesday, April 1
Friday, May 1	Wednesday, May 6
Friday, May 29	Wednesday, June 3
Friday, June 26	Wednesday, July 1
Friday, July 31	Wednesday, August 5
Friday, August 28	Wednesday, September 2
Friday, October 2	Wednesday, October 7
Friday, October 30	Wednesday, November 4
Wed, November 25	Wednesday, December 2

If you have any questions, please contact the WCA Management Office (510) 428-0118.