

# General Requirements of all Home Improvement Projects

*Updated February 2025*

**Overview:** These requirements outline El Parque's policies, procedures, and practices for home improvements, so homeowners know how to proceed in planning any changes and additions to assure the following:

- 1) an architectural development that is attractive and in harmony with its surroundings and environment,
- 2) in compliance with the expectations and regulations contained in these Bylaws, and
- 3) in the applicable urban planning rules and regulations. (Article 111) and
- 4) requirements determined as the norms established by the CTC. (Article 52)

Furthermore, all construction, alterations, additions, and modifications must be executed in a contemporary Mexican architectural style, using stone, Cantera (quarry material), wood, ceramic, clay, and similar materials. (Article 52)

## **Requirements:**

1. By taking ownership of property within El Parque, all homeowners have automatically accepted and are obligated to follow the published rules and bylaws for any construction projects. (Article 12 & 17)
2. Home improvement projects that **do not require CTC approval** include:
  - a. Any project that occurs inside the main structure of the home
  - b. Any repairs and maintenance done to the exterior of your home (that do not alter or modify the home), including patching, painting, replacing Mexican roof tiles, existing gutters, downspouts, windows, doors, walls, walkways, patios, planting, etc.
    - i. Repairs are work done to fix something that has is broken, and
    - ii. Maintenance is defined as work done to prevent something from breaking.
3. Home improvement projects that **require CTC approval** include:
  - a. **Minor construction projects** that alter or modify your home's exterior or lot (anything outside of the main walls of the Casa including but not limited to areas under external roof overhangs, carports, and areas of miradors under a roof or any area visible from the outside of the Casa,) including repairs or maintenance that incorporate any alterations or modifications to your home. (Article 49-69) (Board Action January 2022 and CTC Policy)
  - b. **Major construction projects** that increase the size of the footprint of your home (out or up) require both CTC and city approval. (Article 64) The bylaws state that your home, including porches, bodegas, and carports, cannot exceed 70% of the size of your lot. (Article 42) In specific circumstances, homeowners may build a second-floor addition. (Article 43 & 44).

**\*(January 19, 2022, Motion: Phil Ellis made a motion to clarify the inside of a Casa will be defined as being that portion of the Casa inside the main walls of the Casa and thus not visible from**

**the outside. The outside of the Casa will be defined as anything outside of the main walls of the Casa including but not limited to areas under external roof overhangs, carports, and areas of miradors under a roof or any area visible from the outside of the Casa. The key role of the CTC is to preserve the architectural integrity and look of El Parque and this clarification will assist them in continuing to do this important job. (Seconded Ron Gemmel) Motion carried)**

4. Please allow two weeks or more for CTC approval.
5. CTC Application must be submitted by the homeowner of the property or their agent. (Article 114)
6. CTC Applications will not be considered if Condo Fees are not current. (Article 114H)
7. CTC approvals require the signature of two CTC members. (CTC Policy)
8. CTC members can not approve their personal construction projects. (CTC Policy Sept 2015)
9. CTC Application Forms must clearly describe the scope of the project, the work to be done, including clear dimensional drawings. A licensed architect must do drawings for major projects.
10. CTC Building Permit and/or Municipal Building Permit will be issued for major projects to the homeowner upon approval and must be displayed on the building and be visible from the street. (CTC Policy and Municipal Rule)
11. Contractor Agreement Form must be signed and submitted for both interior and exterior projects before the project can begin. (Board Directive and CTC Policy Sept 2014)
12. The hours of construction are between of 8:00 am to 6:00 pm Monday through Friday, and 8:00 am to 1:00 pm on Saturday. (Article 12)
13. Construction projects may require a damage deposit, (3,000 to 6,000 pesos) depending on the project and will be refunded if there is no damage to the streets or adjacent properties. (Board Action June 2006 and CTC Policy Oct 2009)
14. Homeowners are responsible for supervising their construction projects, for assuring it meets the project description outlined on the CTC Application. In their absence, the homeowner must hire or engage a project manager to oversee the project. (CTC Policy)
15. The CTC will approve no temporary structures, temporary or permanent tents, areas for sports use (Article 56, 57, 62). In addition, canvas or any other fabric material will not be allowed for roof coverings. (CTC Policy Aug 2014 and March 2019)
16. CTC is authorized to suspend any construction projects that do not comply with the provisions outlined above. (Article 112)
17. All decisions made by the CTC are final within El Parque. (Article 116) The Code of Civil Procedures of the State of Jalisco can be used to settle disputes. (Article 135B)
18. Copies of a CTC Application Forms and Contractor Forms are on the bulletin board in the mailroom or on the El Parque website.

19. Pertinent Bylaws, Board of Directors, AGM and EGM Actions and CTC Policies that provide legitimacy to these requirements noted above are accessible on the El Parque Website.

20. Home improvement projects that are not addressed by established rules will be approved based on the planning norms established by the CTC to determine if projects are usual, standard, or typical for a home within El Parque: (Article 52, CTC Policy March 2019)

- a. Does this project meet the test of a contemporary Mexican architectural style that is attractive and in harmony with its surroundings and environment?
- b. Does this project call for materials other than stone, Cantera (quarry material), wood, ceramic, clay, metal, and similar materials?
- c. Is the home improvement project average, typical, or usual within El Parque?
- d. Does this project create new precedence within El Parque?
  - a. If no, were prior projects that set the precedence approved by CTC?
  - b. If yes, what would happen if all the homes within El Parque would construct similar projects?
- e. Is the homeowner willing to consider alternatives that would make the project more acceptable and/or in compliance with established rules?
- f. Is the project being requested because it can be done less expensively than it would be if done with materials noted above?
- g. Would this project hold up to high winds, extreme heat, sustained rains, and hold up to the test of time? In other words, what would the project look like in five years?
- h. Does the project have a likely positive effect on property values?
- i. Does the project have a positive effect on neighbors? In other words, would it meet the test of a 'considerate, good neighbor policy?'
- j. If these questions are answered in the affirmative, the project will be considered. If it fails to answer the questions in the affirmative, the project will be denied.