

# WOODWARD PLACE AT BRUSH PARK I CONDOMINIUM ASSOCIATION

## ARCHITECTURAL CONTROL POLICIES AND PROCEDURES

### POLICIES

To promote the aesthetic harmony and continuing attractiveness of Woodward Place at Brush Park I Condominium Association and to facilitate the beneficial operation of the residential areas thereof, the Woodward Place at Brush Park I Condominium Association Board has adopted the following Architectural Control Policies and Procedures. These policies provide for community appearance standards and coordinated administration of those items related to community appearance throughout the community.

The Board of Directors and/or the Architectural Committee is responsible for the approval of alterations and modifications to the exterior of Units and all Common Elements. The Condominium Bylaws, in Article VI, Section 3, contain the general requirements. They are, in part:

Section 2. **Alterations and Modifications.** No Co-owner shall make alterations in exterior appearance or make structural modifications to his Unit (including interior walls through or in which there exist easements for support or utilities) or make changes in any of the Common Elements, Limited or General, without the express written approval of the Board of Directors (which approval shall be in recordable form), including, without limitation, exterior painting, lights, aerials or antennas (except those antennas referred to in Section 3(b) below), awnings, doors, shutters, newspaper holders, mailboxes, hot tubs and Jacuzzis, basketball backboards or other exterior attachments or modifications, nor shall any Co-owner damage or make modifications or attachments to walls between Units which in any way impair sound conditioning provisions.

#### General

1. The Board may appoint representatives to an Architectural Committee to enforce these policies and review applications for alterations and modifications.
2. Alteration and modification requests will be considered only if submitted in accordance with procedures established by Brush Park I Condominium Association.
3. These requests shall be acted on in writing, within 30 days of receipt.

4. The initial approval granted by the Board or Architectural Committee shall constitute only as authority to construct. Any construction so approved shall be in accordance with the approved request, the municipality building code and shall be subject to their permits and final inspections.
5. The Board reserves the right to use any authorities granted to it under the Master Deed and Condominium Bylaws as well as any other rights available to enforce these policies and related procedures.
6. Once approved, alterations/modifications made by a Co-owner and/or contractor shall be done without expense or liability to the Association. Co-owners shall be responsible for the following but not limited to:
7. Damage to sod, landscaping, final building grades, fences, irrigation system, and utilities during construction;
8. Damage to neighboring units, both interior and exterior during construction;
9. Injury to themselves, members of the public and workmen;
10. Damage to their unit or neighboring units caused during or after construction as a result of improper construction or a change in drainage;
11. Removal and/or relocation of any existing structures, landscaping, etc., in connection with said installations;
12. Removal of construction debris/trash shall be within two days of alterations/modification completion.

Alterations/modifications, once started, shall be completed in a timely manner, without delay.

13. The Association Board or its designated architectural committee or a property management company shall act as receiving agent for all alteration and modification problems, concerns, applications and correspondence.
14. The Association reserves the right to periodically inspect alterations/modifications for adequate maintenance and if in the Association's opinion adequate maintenance has not been performed, request the same of Co-owner. Should Co-owner fail to comply, the Association reserves the right to arrange for needed maintenance and charge Co-owner for same plus a 10% service charge for arrangements made.

## Specifics

1. **Advertising.** No signs or other advertising devices shall be displayed which are visible from the exterior of a Unit or on the Common Elements, including “For Sale” signs, without written permission from the Board of Directors.

Security signs that come with a purchased system are allowed with the following restrictions: 1 sticker located in the corner of a Unit window. Sign dimensions are a maximum 4” x 5”.

2. **Furniture.** Deck, patio and porch furniture and equipment shall be permitted to remain on decks, patios and porches during seasons when the same are reasonably in use, and shall not be allowed during seasons when the same are not reasonably in use. Furniture must be maintained in good condition and repair.

3. **Trash.** All rubbish, trash, garbage and other waste shall be regularly removed from each Unit and shall not be allowed to accumulate therein.

Unless special areas are designated by the Association, trash receptacles shall not be permitted on the Common Elements except for such short periods of time as may be necessary to permit periodic collection of trash.

4. **Vehicles.** Automobiles may only be washed in driveways appurtenant to owner’s unit.

No house trailers, commercial vehicles, boat trailers, boats, camping vehicles, camping trailers, snowmobiles, snowmobile trailers, recreational vehicles or vehicles other than automobiles and/or motorcycles may be parked or stored upon the Common Elements, unless parked in an area specifically designated therefor by the Board of Directors.

5. **Windows.** All interior window treatments within any Unit shall be of an off-white color or have a neutral liner so that all such window treatments shall provide for a uniform look throughout the Condominium.

Window and door screens shall be the same color as originally installed on the units.

6. The Common Elements shall not be used for storage of supplies, materials, personal property or trash or refuse of any kind.

7. The Common Elements and the porches and any decks appurtenant to any Unit shall not be used in any way for the drying, shaking, or airing of clothing or other fabrics.

8. No attachment, appliance or other item may be installed which is designed to kill or repel insects or other animals by light or humanly audible sound.
9. Approved alterations shall be constructed only within the unit area.
10. Approved alterations shall not impair the view, privacy and/or enjoyment of neighboring units.
11. The installation of approved alterations shall not prevent the Association from performing normal maintenance and repair work.
12. Approved alterations shall be in conformance with the architectural standards of the Association.