

# LAKEVIEW ESTATES CONDOMINIUM ASSOCIATION MODIFICATION PACKET

Dear Co-owner:

Per your request, here is your modification packet. Please note that there are three forms attached that must be completed in full before your modification request is considered complete.

Complete and submit to Independent Property Management (IPM) via email attachment, fax or postal mail, and IPM will forward to the Board of Directors for review:

FORM 1     ALTERATION MODIFICATION REQUEST  
FORM 2     ACKNOWLEDGEMENT AGREEMENT

## APPROVAL PROCESS:

1. After reviewing the submitted request, the Board of Directors approves or disapproves the request, which may include conditions for moving forward with the request. IPM will notify the Co-owner in writing of the Board's decision.
2. After receipt of the documentation approving the proposal, the Co-owner may proceed.
3. If the proposal is not approved, the co-owner may make the required changes to the proposal and re-submit the proposal to IPM and the Board for reconsideration.
4. Upon completion of the modification project, the co-owner completes FORM 3 FINAL INSPECTION REQUEST and submits it to IPM for inspection and final approval.
5. If approved, FORM 3 is retained by IPM to complete the modification package and retain in unit file. A copy of the approved package will be mailed to the co-owner for their records.
6. If not approved, FORM 3 will be returned to Co-owner for any corrective action that might be required.

Thank you for your cooperation.  
Board of Directors

**Lakeview Estates Condominium Association (LECA)**  
**Architectural Modification Policy**  
**May 2016**

**Purpose:**

The purpose of this Architectural Policy is to serve as a tool for the maintenance and improvement of the appearance and property value of our community. The Board of Directors reviews all modification requests from co-owners for any exterior changes to, or around units, and makes the decision to approve or disapprove the submitted requests, based on this policy and if necessary, the overriding by-laws or master deed of the association.

**By-Law Requirements:**

All plans and completed forms for exterior improvements, changes or replacements, must be submitted to the Board for review and final approval BEFORE any work proceeds.

Therefore, co-owners should allow for a reasonable length of time for the review and approval process when planning any changes. Depending on when all completed forms are submitted and the availability of the Board through electronic methods and or scheduled Board meetings, the review and decision may take up to 14 business days.

In addition, if a co-owner wants to make later modifications to the submitted proposal, these, too, must be reviewed and approved by the Board of Directors before any work is begun.

Both of the above requirements are based on the conditions, covenants and regulations established by the Master Deed (Article IX, Section 15) and the By-Laws of LECA.

**If a co-owner proceeds to make changes without receipt of Board approval, in writing**, the co-owner will be required to pay any expenses incurred to remove or replace unapproved changes that do not meet the policy requirements, in addition to a \$100 fine for the first violation and \$200 if repeated violation of this policy.

The Board is not responsible for errors by the co-owner in design specification or omission, or in the execution.

**SPECIFIC GUIDELINES FOR ANY CHANGES**

**WINDOWS AND DOORWALLS**

1. Replacement windows and/or doorwalls must match, or be complementary to, the existing windows/doorwalls in style, color, finish and design character of the ORIGINAL building.
2. Double hung windows are required for all front or public side windows. Double hung, sliding or casement windows (hinged at the side) are permitted on the rear and or/private sides.
3. Exterior replacement frames, including casing and trim, for all windows must be:
  - a. Brown or territone, except for units constructed with white brick, where white exterior frames and casing may be requested.
  - b. Not more than two inches in width as measured from the visible exterior of the frame
  - c. Made of metal, vinyl or fiberglass

4. Muntins (pane dividers) are optional, Muntins are not to be painted on or made of tape.
5. Glass block windows are permitted for basement windows only and must include venting per State and Township building codes. Any exterior frames and vents must be brown or territone, except for units constructed with white brick, where white exterior frames and casing may be requested.

Information required with your proposal for windows from the company doing the work:

Exterior trim, dimensions and casing color

Style of window to be installed

Materials

Location of installation

Ramifications to parent structure, limited common elements and common elements if applicable

Prohibited window treatments:

Security grillwork

Awnings or awning type windows

Skylights

Stained or frosted glass

Glass block (except as noted above for basement windows)

## **EXTERIOR DOORS (Storm/screen, Entry)**

1. All doors must be constructed from wood, fiberglass or metal.
2. The current approved styles of exterior entry doors are:
  - a. Solid doors
  - b. Those with "half-moon" or small "rectangle" glass at the top of the door (those that include brass or silver caning design will be considered if unit has a storm door)

No other front entry doors will be permitted.

3. Any kick-plates installed on entry doors must **not** be higher than 6" and included in the Alt Mod request and must have a storm door.
4. Entry doors must match the existing color of the unit's exterior trim. You may contact IPM for the trim color paint once the door is installed.
5. Combination storm/screen doors color must be complementary to the trim color of the unit; and/or the white brick of a unit or the unit's window casing. Common colors that are approved include brown, territone, cream/beige or white.
6. All glass on storm/screen doors must be clear.

## **DECKS and/or PATIOS**

1. The deck and/or patio must be contained within the Co-owner's "privacy area" (limited common element), which extends 18 feet deep from the rear wall of the unit. A few units limited common element "privacy area" as defined above is at the side of the unit/building. No part or portion of a

deck or patio including steps may extend to the general common area or onto another Co-owner's limited common elements.

2. Decks and the area under them are not to be used for storage.
3. Miss Dig must be notified before installation to avoid damage to underground utility services. The co-owners are responsible for any damages to utilities as a result of construction.
4. All drawings for the proposal must be scaled (1/2"=1') to show the proximity of the modifications to adjacent limited and common elements, and include the following:
  - a. Overall dimensions of the structure
  - b. Existing doors, windows, doorwalls, porches, patios, walkways, etc.
  - c. Permanent trees/shrubs that will be displaced
  - d. Specifications for any new plantings
  - e. All buried service lines (cable television, telephone, electrical)
  - f. Any new electrical, gas, plumbing lines and explanation of their intended use
  - g. Complete material specification; all wood must be pressure treated
5. Additional design considerations for **PATIOS**
  - a. Grade of patio surface must meet the building at point defined by foundation/brick line. It must slope down and away from the foundation and/or adjacent limited common elements to prevent poor drainage.
  - b. The upper surface of proposed patio steps must not exceed the lower edge of the cement sill block under the patio door.
  - c. Patio steps must be firmly anchored to the ground and/or deck structure. Dimensions for risers shall be in accordance with local building code. Stairs of two steps or more must incorporate a handrail.
6. Additional design considerations for **DECKS**
  - a. All decks will be fully skirted with pressure treated wood or another acceptable material. It is recommended that all vegetation under the deck be killed and covered with a gravel layer over a porous base to promote good drainage and discourage rodent activity.
  - b. Decks cannot be installed over a drainage swale. In the event the deck does interfere with the drainage the owner will be required, at their expense, to correct the drainage to the satisfaction of the Association.
  - c. Decks must be built within the limits of the privacy area, not exceeding 18 feet in depth, nor the width of the unit.
  - d. All FENCING surrounding the deck must be independent of the deck and attached to the ground. Total height of the fence from the ground to the top is limited to 6 feet tall.
  - e. Only railings that were approved, as part of the deck will be authorized. A gate must provide access from the common area to the deck for emergency and utility personnel.
  - f. Deck steps must be firmly anchored to the ground and/or deck structure.. Dimensions for risers shall be in accordance with local building code. Stairs of two steps or more must incorporate a handrail.
  - g. The upper surface of proposed deck steps may not exceed the lower edge of the cement sill block under the patio door.
  - h. Deck and step constructions associated must be completely self-supporting with no structural attachments to the building or existing privacy fences. Trim work may be disassembled for maintenance without affecting the safety and structural integrity of the deck and/or deck railing.

- i. No portion of the deck construction may exceed the height of an existing privacy fences.
- j. Within one year, any fencing surrounding the deck and the deck must be stained with one of the current approved colors of the Behr or Olympic Brand wood stains. You must contact IPM for the approved Association wood stain options.

## **FENCES**

1. Miss Dig must be notified before installation to avoid damage to underground utility services.
2. Privacy Fences must be constructed of pressure treated Redwood or Cedar. Replacement fencing must match existing fences in terms of dimension, design, color, and finish. New Privacy fencing is to match adjacent fences in terms of dimension, design, color, and finish. Variances due to extreme slope, including stepped sections of fencing, will be considered.
3. Privacy Fences are to be "shadow-box" style only, **not** "stockade," etc.
4. Total height of the fence from the ground to the top is limited to 6 feet tall. Decks must be built within the limits of the privacy area, not exceeding 18 feet in depth, nor the width of the unit.
5. All Privacy Fences must be stained with Olympic Oxford Brown Maximum Solid Color stain within one year after constructed. This stain can be purchased at Lowes.
6. Fences the co-owner has constructed must be well maintained by the co-owner and will be inspected yearly by IPM and/or the Board of Directors. They must be repaired, removed or replaced as required by the Board of Director's review and notification.
7. In addition, the Co-owner agrees to be solely responsible for any lawn or landscaping maintenance within an enclosed limited common element.
8. The Co-owner shall also provide access to the limited common element by the construction of a gate, which can be entered from the Common Area when necessary (by Utility, Emergency, Management Corporation, or LECA personnel.)

## **LANDSCAPING**

Landscaping is defined, but not limited to, the planting of trees, shrubs, hedges, and flowers within the limited common element

### **Limited Common Elements**

- a. For the purpose of this policy, this area is defined as being 3 feet deep in front and/side of the unit where applicable and 18 feet in the rear or side of the unit where applicable.
- b. All plantings require a proposal to be submitted for approval with the exception of Perennial and annual flowers within the area indicated in 'a' (above).
- c. Landscaping is not allowed to interfere with the access to, and repair of, utility lines and services, transformers, compressors, and utility property.
- d. The Board will take the eventual size of any plantings into consideration at time of approval. Shrubs and trees must be placed so they will not (as they mature) have branches and leaves that affect roofs, gutters, and/or roots that may cause foundation damage.
- e. Placement of 'thorny' shrubs may not interfere with access to doors, windows and porch steps.

- f. Any approved additional landscape must be properly maintained by the co-owner and will be inspected yearly by IPM or the Board of Directors.

## **MISCELLANEOUS IMPROVEMENTS**

Co-owners must submit a Modification request for adding or changing any of the following:  
(Note: possible restrictions in parentheses):

Any and all interior unit renovations, changes or additions that involve connections to any common elements, such as sewer and water  
Air-conditioners (location of compressor & its cover)  
Fireplaces (in all respects)  
Handicap ramps or porch railings approvals are for current co-owner's units only and must include plans for removal upon sale of the unit. (Compliance with State HCAP requirements, finishing)  
Porch roofing (match existing porches of same style units in color, size, material, columns, design character of original building)  
Satellite dishes (see specific separate policy)  
Woodpiles (enclosures and platforms) and their location  
Rear-window only air conditioners due to documented medical issues and can be used per current Seasonal Property Policy

## **PROHIBITED IMPROVEMENTS or ADDITIONS**

Awnings  
Clothes' lines  
Compost &/or recycling bins  
Decorative pools  
Doghouses and/or runs  
Floodlights &/or spotlights  
Gazebos  
Greenhouses  
Screened in porches  
Storage sheds  
Swing or slide sets  
"Through wall" air-conditioners  
Trash receptacles  
Trellis walls  
Window boxes  
Chimineas or any other wood burning fire pits or grills  
Hot Tubs  
Security Grillwork on any exterior doors

All vines that will adhere to masonry, shutters, siding, roof vents are prohibited and will be removed  
No decorations or planter hangers, bird feeders, or holiday lights on exterior brick of buildings, wood porch posts or any wood panels (including wreaths, metal or any other kind of wall art)