

Maple Forest Retractable Awning Guidelines

Long a controversial issue within Maple Forest the installation of awnings over decks was approved in 2006. Since only a few years of experience exist with awning installation both the Board of Directors and management company are going to be ever vigilante in seeing that appearance, use and upkeep are maintained properly.

Approval Process

- Review these guidelines with your contractor before submitting your written request for approval.
- A copy of this guideline, signed by the co-owner(s) and the installer, must accompany the written request submitted to the management company. Include the name of the manufacturer where indicated.
- Color choices are limited to neutral colors that blend well with our building colors. A sample of your color choice must also be included with your request.
- Submit your request ahead of a board meeting that supports your timing. The Board decision will be submitted to you in writing.

Responsibilities

- Any and all contractors must be licensed and insured.
- The co-owner must, either personally or through a contractor, assure city permits are drawn and inspections conducted. Approval documents must be filed with the management company.
- Building damage caused by the awning, its installation or its ongoing use will be the responsibility of the co-owner.
- Although this is an exterior item it is foremost an owner add-on, it is not covered by association insurance. You are advised to discuss this with your insurance agent to make necessary adjustments to your policy.
- Damage, due to weather, to your unit or any other unit caused by your awning will be your responsibility. For example, should a sudden gust of wind tear the awning loose and break windows or pull out header/trim boards etc., you will bear the cost of all repairs.
- Flame and/or heat producing devices, such as barbeque grills, candles, heaters and high intensity lights, must not be used under the extended awning at any time. Awning materials must be certified as fire retardant.
- The awning must be kept in good repair and presentable when extended or retracted. Awnings, while retracted, can become prime locations for birds to build nests. It will be the owner's responsibility to keep the area between the awning and the side of the building free of any debris.
- You must notify a new co-owner or a renter that they will be responsible for compliance of these guidelines. If they choose not to accept this responsibility the awning must be removed before new owner or renter moves into to the unit.

Responsibilities (continued)

- Removal and reinstallation of the awning, at your cost, will be required during building painting or exterior work where the awning interferes with work to be done.
- If you choose to not remove your awning a written waiver, stating you assume full responsibility, must be signed and submitted to the management company before any work will be performed. Failure to remove the awning or sign a waiver will result in the board authorizing a contractor to remove your awning and a lien attached to your unit to cover costs.
- At no time should the awning be in the open position when no one is at home.

Specifications and Requirements for Installation

- The awning size will be limited to 12' 0" wide (max) with a cantilevered projection not to exceed 10' 0" from the building wall.
- Installation requires that attachment be made to framing members within the existing wall construction capable of supporting the cantilevered dead weight of the awning.
- Attachment of awning loads will be not be allowed solely into trim boards, battens, siding or sheathing. Roof mounting is also prohibited.
- All awning to building wall attachments must be water tight with proper flashings and polymer sealant (no latex caulking is allowed anywhere on our buildings).
- Awnings installed under soffits or overhangs must not block soffit ventilation grilles. If a min of 4" cannot be maintained then new soffit ventilation grilles must be installed at the ends of the awning.
- A min of 4" clearance must be maintained below any gutter for cleaning and maintenance..
- Electrical service required for motorized operation must be per building codes and city inspected. At no time can the electrical service be provided via extension cord from an outlet.

I / we accept the requirements and responsibilities as stated above:

Co-Owner Signature: _____ **Date:** _____

Co-Owner Signature: _____

Awning Manufacturer Name; _____

Installation Contractor Signature: _____

Rules and Regulations
Addendum Document 101.4
Board Approved: March 18, 2010