

# Policy and Procedure

## Enclosed Porches

### **Background:**

Owners have requested to enclose their screened porch.

### **Objective:**

To provide an expedited, fair, and consistent response to requests to enclose screened porches.

### **Policy:**

The policy of the Board is to allow owners to enclose their screened porch by following the procedure below. President or Architectural chair will respond within 30 days of request.

### **Procedure:**

1. All alterations must receive prior written approval by the board president or architectural committee chair. Unit owner shall submit a detailed drawing of requested alterations to the association for review and consideration.
2. Owner is responsible for ensuring that all alterations are done by a licensed and insured contractor. Work will be to code and any permits, if required, must be obtained prior. Removal of old enclosure and any debris will not be placed in association dumpster.
3. NO work or consent to contractor for materials may be given by owner until written approval is obtained. Any expenses due to a rejection of submission is solely the responsibility of the unit owner.
4. Enclosure frame shall be of the same color, shape, height, and style type as original installed structure. No modification of header or soffit of the Limited Common Element is allowed.
5. Enclosure must be performed from inside the Limited Common Element screened porch, using the original screen and enclosure limits as the boundary for the enclosure.
6. Blackout or mirrored/reflective tint on windows is not permitted. Clear, smoke, or grey tinted windows from factory may be considered and are subject to approval. Tinted film applied to windows will not be allowed as this may peel or deteriorate.
7. Window configuration will be no more than 3 windows vertical or 3 windows horizontal for each side of enclosure. Decorative mullions are not allowed. All windows must open by slide, no window shall tilt to open.
8. Door may be replaced with similar transparent material as stated above for windows. Door may be either all transparent (without a kickplate) or have one (1) horizontal divider. The transom above door must be of same material as windows. The Kickplate on bottom will not be greater than 24inches.
9. Owner assumes all responsibility for future maintenance and repair of the alteration.

10. The Association shall not be liable for any injury or damage caused by defects in design or workmanship or any other reason connected with any alterations.

All Units that have been enclosed prior to the date of this Policy & Procedure are grandfathered in.

This policy is adopted pursuant to: Declarations 3.3(a), 7.1, 7.3, 9.1, 11.2 and 17.4

2020 \*\*\*\*\* adopted by the Board