

**SaltAire Condominium Association**  
**P.O. Box 754**  
**York, ME 03909**

**Guidelines for Trailer Enclosure  
Renovations / Replacements**

August 31, 2013  
Revision E

**Name:** \_\_\_\_\_ **Unit #** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Executive Board approval of any Request is only valid for 12 months unless otherwise agreed upon by the Executive Board. An extension can be requested if needed.
2. A Building Permit from the Town of York is required for any structural work.
3. A letter of approval from the Executive Board is required before applying for a Building Permit from the Town of York (Code Enforcement Office).
4. Copies of (a) the Building Permit and (b) the contractor's Liability Insurance must be submitted to the Executive Board before work is started.
5. For major construction, the Executive Board requires a \$100.00 deposit to ensure that all forms and permits have been submitted. Once all paperwork is in place, it will be returned.
6. A Board Member must measure the old platform before work is started.
7. Building construction is only allowed before June 15 and after September 15 unless otherwise permitted by Executive Board.
8. The footprint of the Platform / Enclosure cannot be enlarged.
9. The Platform / Enclosure must be between 8" and 16" above the ground to avoid decay unless otherwise approved by the Executive Board.
10. Entrance Platform: minimum width and depth is 36 inches. Stairs: minimum width is 36 inches, minimum tread depth is 10 inches, maximum riser height is 8 inches. More than 3 risers require a railing [Ref. York Building Codes Sect. 314].
11. The entrance platform to the Enclosure (including steps) cannot exceed 16 square feet and cannot extend more than 48 inches from the Enclosure unless otherwise approved by the Board.
12. Whether painted or sided, the colors must be in accordance standards set forth in SaltAire's Architectural Guidelines [April 8, 2013] and must be approved by the Board.
13. If heat is installed, it must be propane and installed by a licensed technician.
14. No plumbing can be installed in the Enclosure.
15. No refrigerators to be stored in an open Enclosure.
16. Room dividers or partitions in the Enclosure which increase the sleeping capacity of the Unit are prohibited. [Ref. Article 7, section L of the Declaration.]
17. No tractors, graders, or earth moving equipment are allowed on SaltAire grounds without prior approval from Executive Board.
18. Any damage to the Association's property and/or grounds must be repaired and returned to its original condition at the expense of the Unit Owner.

## Questionnaire for Trailer Enclosure Renovations / Replacements

1. What are the dimensions of your trailer? \_\_\_\_\_
2. Current platform size: width \_\_\_\_\_ length \_\_\_\_\_
3. Will the new platform be repositioned in relation to the trailer?      Yes    No
4. Is pressure treated lumber being used for platform floor joist?      Yes    No
5. What style of Enclosure will be built? - **A, B, C, or D**
6. If style “**B**” what is height of wall below opening? \_\_\_\_\_
7. If style “**C**”, what is size of opening for screen? \_\_\_\_\_ Qty. \_\_\_\_\_
8. If style “**D**”, what is size of windows? \_\_\_\_\_ Qty. \_\_\_\_\_
9. If style “**D**”, what type of window will be installed? \_\_\_\_\_
10. What type of roofing will be installed? \_\_\_\_\_
11. How much above the trailer will the Enclosure roof extend (not to exceed 12’)? \_\_\_\_\_
12. What type of siding will be installed? \_\_\_\_\_      Sample must be submitted
13. What colors will be used for siding & trim? (Refer to item 12, page 1) \_\_\_\_\_
14. Will electrical wiring be installed?      Yes    No  
    A. If so how will it be connected? \_\_\_\_\_
15. Does this proposed change have any effect on;  
    A. Abutting units      Yes    No  
    B. Traditional walkways      Yes    No  
    C. Parking spaces      Yes    No  
    D. Utilities      Yes    No

**NOTE:** An accurate, dimensioned sketch of the proposed Enclosure must be submitted. This sketch must include the location and dimensions of the entrance platform, steps, doors & windows. It is important that you include: (1) the height of trailer entrance from the ground and (2) the height of the Enclosure itself. Any additional information that may assist the Board in this matter would be helpful.

The SaltAire Executive Board reserves the right to make changes to these Guidelines without notification.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

