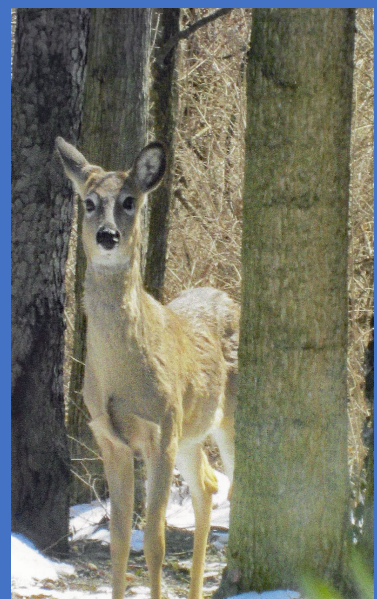


2024 Handbook



Springmill Lakes at Tamarack Co-Owners Association (SPLAT) is an established, semi-gated condominium community on the north side of Indianapolis established in 1986. There are 106 condo homes adjoined by a 17-acre nature preserve and one of the Springmill Lakes.

This handbook spells out the responsibilities of the SPLAT Association and the responsibilities of each co-owner. It is meant to be a convenient summary, but does not replace the formal Declarations of Covenants, Conditions and Restrictions, nor does it alter the By-Laws of Springmill Lakes at Tamarack. These formal documents are available on the SPLAT website or from the Association's property manager for reference.

*Springmill Lakes at Tamarack Co-Owners Association
Indianapolis, Indiana 46260*

<http://www.springmilllakesattamarack.com/>

SPRINGMILL LAKES AT TAMARACK

Co-Owners Association Handbook

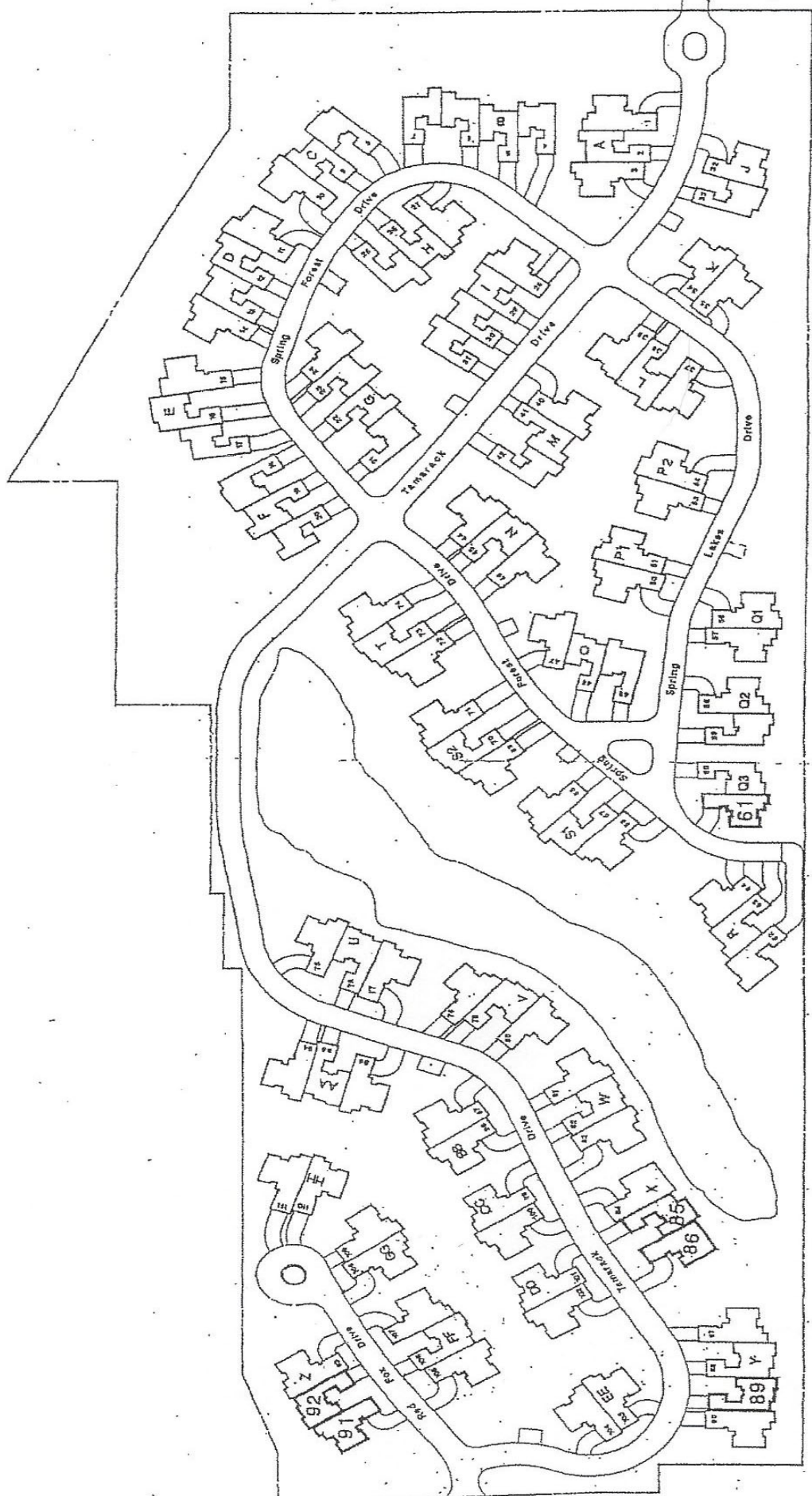
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Photos by Jan Funk, Judy Libby, Pilar Morera, Annette Gambill, Grace Worley and Betty Yan

SPRINGMILL LAKES

AT TAMARACK



SPRINGMILL LAKES AT TAMARACK
 AUGUST 24, 1998
 1" = 100'

Browning Day Mullins Dierdorf Inc.
 Planning - Landscape Architecture - Architecture - Interior Design
 324 North Senate Ave. Indianapolis, Indiana 46204
 317/335-5200

KIRKPATRICK MANAGEMENT COMPANY

CONTACT INFORMATION SHEET

Street Address: 5702 Kirkpatrick Way
Indianapolis IN 46220-3925
Hours of Operation: M-F 9:00am-5:00pm

Main Phone Line: (317) 570-4358
(800) 899-6652
After Hours Emergency: (317)-570-4358

YOUR MANAGEMENT TEAM

Community Association Manager

Dan Courtney, CMCA, AMS (317) 588-8736
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Regional Manager

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Accounts Receivable

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FREQUENTLY ASKED QUESTIONS

- 1) I have a concern about my community and/or the common area, who should I contact? Please contact your Community Association Manager for all neighborhood concerns. You can also log complaints and work orders through KMC Connect.
- 2) I want to make changes to the exterior of my home, do I need approval for that? Yes! Please contact your Customer Service Representative to get the appropriate paperwork and start the approval process. If you would like an update on a pending architectural request change, please contact your Customer Service Representative.
- 3) I need help navigating **KMC Connect**. Who should I contact? Please contact your Customer Service Representative and they will assist you.
- 4) My ledger does not look right, who can I contact to discuss this? Please direct all questions regarding your account to our Accounts Receivable department.
- 5) I'm selling my home and need paperwork filled out on behalf of the Association. Please contact our closings department.
- 6) I need a copy of the Association's Covenants and Restrictions, where can I get those? The Association's documents are uploaded on **KMC Connect** for you to download. You can also get a copy by emailing your Community Association Manager or go to SPLAT website: www.springmilllakesattarak.com.

Visit www.ekirkpatrick.com and click on the KMC Connect logo to sign up.

When you purchased your condominium home, you automatically became a member of SPLAT's Co-owners Association. As a member, you also became responsible for following the established rules and regulations. The primary purpose of having these rules and regulations is to protect your investment and to provide a common framework for our neighbors. Everyone benefits when we all follow these provisions.

Definition of Common and Limited Common areas

A legal description of common and limited common areas can be found on page 5 of the Declarations of our community. This can be accessed on our community website www.springmilllakesattamarack.com. The following serves as a general explanation of the difference between the two terms. The checklist of responsibilities for maintenance also shows who is responsible for each component.

If you stand at any door of your unit and look outside, EVERYTHING you see is common area. You do not own any property outside of your unit. Some of what you see is Limited Common, while most of what you see is just Common Area (pages 16-20).

Limited Common Area

Limited Common Area means an area whose use is limited only to that unit. Examples of Limited Common include the stoop outside your front door, the walkway to your unit, the driveway that runs from the street to your garage, patio and/or deck in the back of your unit. Each of these is limited common, meaning it was built on common ground, but it can be used only for the residents and guests of that unit. Your COA (Co-Owners Association) is responsible for maintaining the stoop, walkway, and driveway of your unit. You are responsible for the maintenance of the patio and/or deck of your unit.

All else that you see is plain old common area, sometimes referred to as General Common Area. The roads and entrances to our community are common area. Likewise, all the green space you see is common area. The lake and boardwalk are common area. The utility box areas and the guest parking pads are common area. Most of the common area is maintained by your COA, through planned maintenance, mowing, trimming, mulching, weeding, and watering.

Common Area

If you or a previous owner encroached upon common area and developed that common ground, you are responsible for maintaining it. The best example of this is the landscaping around your foundation. That area is common ground but at some point, a previous unit owner was granted permission by the Board to landscape that area. When the COA approved the unit owner to encroach upon common area, that becomes the unit owner's responsibility to maintain. Maintenance includes weeding, watering, and trimming any plantings in that area.

Privacy fencing is another example of encroachment upon the common area. This fence is to be maintained by the unit owner.

If a unit owner wishes to change landscaping, tear out shrubs and trees, and plant new ones, or replace privacy fencing, the unit owner must obtain prior approval from the board using the Architectural Control form. (Included in this handbook and available on the website.)

Rules and Restrictions

Exterior of the Unit

The Declarations section (page 10, section 12, paragraph E) states, "No owners shall cause or permit anything to be hung or displayed on the outside of the windows or placed on the outside walls of a building or on or upon any balcony or patio, and no sign, awning, canopy, shutter, radio or television antenna, or other attachment shall be affixed to or placed upon the exterior walls or roof or any other part of the building, without the prior written consent of the Board of Directors".

Unfortunately, over the years this rule has not been followed. Hence, there are now many examples of decorations attached to our buildings. However, the above language is an important part of our Declarations and thus cannot be ignored. MOST IMPORTANTLY, the association now uses cement siding boards when replacing the wood on the repair schedule. NOTHING is to be nailed into the siding. This will void any warranty. If a unit owner does nail into this board, they will then be responsible for future upkeep of the damaged areas. Any and all decorations or ornaments desired to be attached to the exterior of a building, or placed in a common area, **must be approved** by the Board of Directors.

Rules:

- **All alterations** to the unit foundation landscaping must be approved in **advance** by the Board and maintained by the co-owner.
- Co-owner is responsible for all shrubs and trees, planted with prior Board approval. This includes all flower beds, etc. The planting of annual flowers is permitted WITHOUT Board approval, but no artificial flowers or plants.
- No co-owner may plant in the Common Area without prior Board approval.
- Seasonal/Holiday Ornamentation: Holiday lights do not require Board approval. Blow up seasonal ornaments are NOT permitted. ALL holiday ornamentation must be removed no later than January 12th .
- All structural interior alterations or exterior alterations **MUST BE APPROVED IN ADVANCE** by the Board.
- All fences, including invisible fences (see PETS) must have written approval from the Board **PRIOR TO INSTALLATION**.
- All landscaping changes and ornamental additions **MUST BE APPROVED** by the Board.
- No grilling is allowed inside a garage or enclosed area. Grills must be at least 6 ft from any structure when in use.
- No gas heaters or firepits are permitted on the premises .
- Garage doors shall be kept closed except when entering or exiting the garage .
- Owners with pets must always clean up after their actions. Pets must always be under owner's control and leashed when walking.
- The community speed limit of 18 MPH must be observed at all times .
- No trucks, motorcycles, mini-bikes, boats, campers/RVs trailers of any kind, buses, mobile homes, or other vehicles of any description shall be permitted, parked, or stored anywhere in the community, unless stored completely in a garage. (See VEHICLES).
- All trash or refuse must be kept inside the garage, except on collection day. (See UNIT MAINTENANCE).
- No Lease is allowed for any unit for any term (See PROHIBITED ACTIVITIES) .
- The ADT monitoring service **MUST STAY CONNECTED** at all times. (SEE SELLING UNIT) .
- No yard or "For Sale" signs are allowed. (SEE SELLING UNIT) .
- No SALES ACTIVITY, including garage, estate, or moving sales is permitted on the property (See PROHIBITED ACTIVITIES).
- No PODS, storage units, porta-pottys, or dumpsters shall be placed on a premises without the written approval of the Board.
- No clothes, rugs, laundry or other similar objects or material shall be hung or exposed on any part of the Common Areas. Co-owners shall keep the Common Areas free of rubbish, debris, or other unsightly material.

Landscaping

All shrubs and trees, planted with board approval, to enhance the individual unit, are the co-owner's responsibility. ALL ALTERATIONS to the landscaping must be approved IN ADVANCE. This is accomplished by submitting the Architectural Control Form for approval. The upkeep of plantings around the unit foundation is the responsibility of the co-owner. The planting of annual flowers is permitted. The co-owner must not plant in common ground without prior written approval, using the Architectural Contact form.

COA Monthly Fees

Monthly COA assessment fees are approved at the annual co-owners meeting and are effective with the beginning of each calendar year, based upon the approved budget for that year.

COA assessment fees are due on the first day of each month. After 15 days, unpaid balances are considered delinquent, and a late fee is assessed each month until the account is paid in full. With a continuing delinquency, the Association is then entitled to begin legal proceedings. All attorney fees, court and collection costs will be added to the past due balance.

Methods of payment are outlined on the KMC introductory page 3 of this Handbook.

What the COA monthly fee covers

- Maintenance, repair, and replacement of exterior and structural components of the condo building as referenced in more detail in the Maintenance Responsibility Checklist noted on pages 16-20.
- Care and Maintenance of drainage systems, including street drains, sewer tiles and underground sewer piping from the exterior of the unit to the main.
- Maintenance, repair and repaving as required on a prearranged schedule of streets, driveways, walkways, and auxiliary parking pads, unless modified by a unit owner. If modified this becomes the responsibility of the unit owner.
- Snow removal, at a level determined by the Board of Directors, from streets, driveways, and walks.
- ADT smoke and basic alarm monitoring, including annual inspections.
- Maintenance, repair, and/or replacement (as required) of roofs, gutters and downspouts as deemed necessary by the Board of Directors.
- Exterior painting as required and on a prearranged schedule.

- ❑ Total common area landscaping care and maintenance:
 - Lawn Treatments, including weed control/fertilization
 - Spring Cleanup areas of COA maintained areas
 - Common area mulching as needed
 - Lawn mowing
 - Gutter cleaning
 - Irrigation opening and closing and backflow testing
 - Planting, Watering, and Fertilization of Summer flowers at entrances
 - Garage Carriage lights, including maintenance, repair, bulb replacement, photocell replacement, and fixture repairs.
 - Maintenance, repair, replacement of exterior overhead garage doors unless damage is caused by the unit owner. Mechanical mechanisms and springs are the responsibility of the unit owner.
 - Power Edging Concrete curbs
 - Shrubbery and Tree Trimming and Dead Tree Removal and Replacement in the common areas
 - Perimeter Fence Weed control
 - Leaf Clean up and Disposal
 - Lake Algae spraying, lake bank and spillway control Boardwalk and steps and seats
 - North Gate at 96th Street. Excluding Resident Control Units.

Insurance

The Association carries replacement cost building insurance for the basic structure. But it cannot know what improvement and upgrades have been made in each unit.

Therefore, it is highly advisable for the co-owner to discuss additional building coverage needs with their insurance agent when procuring their Condominium Owners Insurance policy. This policy will protect your upgrade, your personal property and your personal liability needs. Each co-owner is required to carry a minimum of \$500,000 of personal liability coverage on their policy.

Selling a Unit

When selling a unit in Springmill Lakes at Tamarack, the following provisions are required:

- Provide this Handbook to the listing real estate agent. If an agent is not used in the sale give this handbook to the new purchaser of your unit. You may also direct all prospects to the association website where this book and all documents are available.
- The unit must remain connected to the ADT monitoring service even when the unit is vacant. This means a land line or cellular connection must remain in place until possession changes to the new owner. As soon as the new owner takes possession, they must transfer the service to their name. (Note page 12). This is essential to maintain emergency fire and burglary protection for the unit and building.
- Inform the real estate agent that any or all changes or renovations to the unit must have approval by the Board of Directors prior to starting any work. The approval form is in this handbook as well as on the association website.
- No "For Sale" or "Open House" signs nor any window of other advertising display of any kind shall be maintained or permitted on any part of the property without the prior approval of the Board of Directors. Approval may be granted by the president of the association. Sale or Open signs may be placed in the yard just prior to the open house and removed immediately after.

Unit Alterations

Nothing shall be done or permitted in/or on any unit or surrounding common ground which shall impair the structural integrity of any building, or which would structurally change any building, or alter any common ground except as provided in the Association Declarations or By-Laws, unless approved by the Board of Directors.

ALL structural interior alterations, exterior alterations, landscaping changes, fences or ornamental additions MUST BE APPROVED in advance by the Board of Directors. The approval process begins with submission of the Architectural Control form.

No clothes, sheets, blankets, rugs, laundry, or other similar objects or materials shall be hung out or exposed on any part of the common areas. The co-owners shall keep the common areas free clear of rubbish, debris, or other unsightly material.

No PODS, storage units, porta-potties or dumpsters shall be placed on a premises without the prior written approval of the Board of Directors. Use the Architectural Control Form to seek permission.

No additional building or storage shed shall be erected other than the buildings designated in the Declarations and shown on the community master plan.

Requirements of Front and Unit Patio/Sitting Area

Before starting the project, a signed Architectural Control Form must be submitted along with a professionally drawn plan. The patio/sitting area must be constructed with brick or stone. The driveway CANNOT be used as a patio.

The plan must identify the patio size, materials to be used, and any planned landscaping. All must be installed by a professional contractor and blend tastefully with the front of the unit. Appropriate size will be determined on a case-by-case basis.

Only patio type furniture may be used in the front patio/sitting area.. This is to be stored after the end of season. All future maintenance of the patio is the responsibility of the owner.

No grilling is allowed inside a garage or enclosed area. Grills must be at least 6 feet from any structure when in use.

Pets

Approval for invisible dog fences must be obtained from the Board of Directors in writing PRIOR to any installation. Use the Architectural Control Form for approval. Only rear yard installations will be considered. The use of the fence does not imply you may leave your dog out for extended periods of time, and they may not create a disturbance to neighbors. It is still your responsibility to clean up after your dog, whether in your fenced area or other areas of the community.

No animal of any kind shall be raised, bred, or kept in any unit or in the common areas, except small pet dogs, cats, or customary household pets provided that such pet is not kept, bred, or maintained for any commercial purpose and does not create a nuisance.

Vehicles

No boats, campers, trailers of any kind, buses, mobile homes, trucks, motorcycles, minibikes, or other vehicles of any description shall be permitted, parked, or stored anywhere within the community except any such vehicles that may be parked and stored completely enclosed within a garage or may be authorized as an exception in writing by the Board of Directors.

No parking of any kind of vehicle is allowed on the streets other than temporary parking by guests and invitees of the co-owner. The parking pads are for guests and co-owners may not use as additional parking space. Parking in your unit's driveway is permitted. The number of vehicles which may be parked in such area by any co-owner shall not exceed the number of automobiles for which the co-owners garage space is designated.

Garage doors **shall be kept closed** except when entering or exiting the garage.

The driving speed limit of 18 MPH must be observed at all times to protect or residents who may be walking. In addition, all stop signs must be adhered to.

Unit Maintenance

Maintenance, repair and replacement of the unit's air conditioning or heat pumps and sump pumps are the responsibility of the unit owner. Turn off the power and hose out your unit periodically to maintain efficiency.

Co-owners are responsible for all windows and doors. Maintenance/repair may be performed on the original BiltBest windows. Window Makeover, <https://www.windowmakeoverinc.com/>, is a company several co-owners have used and have been pleased with. Another company specializing in BiltBest replacement parts is Accurate in Oak Lawn, IL <https://www accuratesash.com/>. Maintenance/repair of existing windows does not require an Architectural Control Form. This includes replacing rotten sash panels, sill plates, mechanical parts and replacing broken thermal seal glass. Exterior wood trim must be painted RAF SPLAT Green A89W00153 and can be purchased at Sherwin Williams stores located at Michigan Rd. and 86th St. and Rangeline Rd. in Carmel.

If the co-owner chooses to replace the entire window assembly with a more modern and more energy efficient product such as Pella, Renewal by Andersen, or equivalent, an Architectural Control Form must be submitted for approval. The primary items to be considered for approval are---windows must be casement design and directly replace the original window in size and appearance and the clad sash and metal trim must be a color that matches or blends with the SPLAT exterior green trim paint surrounding the window.

Incorrect mulching of landscape beds can cause foundation and siding damage to your unit, as well as potential water damage in the crawl space. Correct mulch guidelines are contained in this manual and are available from our property manager and listed in This Owner's Manual.

All trash or refuse shall -be stored in appropriate containers provided by our service. These must be kept inside of the garage except on collection day. Containers may be placed at your drive no earlier than 4:00PM the day prior to pick up. Please replace your container as soon as possible after the collection. You may arrange for a recycle container through Republic Services at your cost.

The patios, balconies and decorative walls and fences are limited to the use of the unit's co-owner and shall be maintained and replaced as necessary by the co-owner. The association has set standards for the maintenance of these items and the information is available through our manager. If you need to paint a deck or fence, use Sherwin-Williams approved colors:

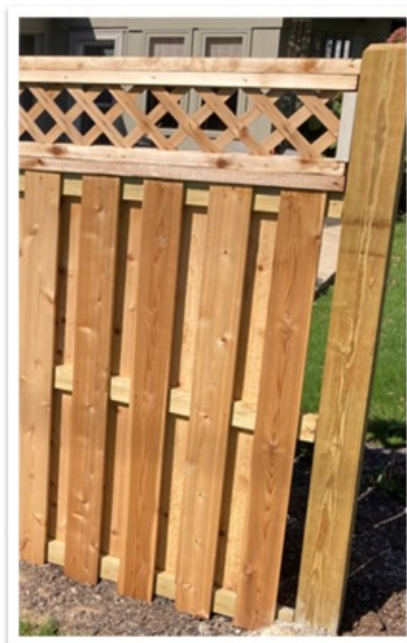
RAF SPLAT Green: A89W00153 **OR** RAF SPLAT Gray: A89W01151

These colors may be purchased at a discount at the store on Michigan Road and 86th or on Rangeline Road.

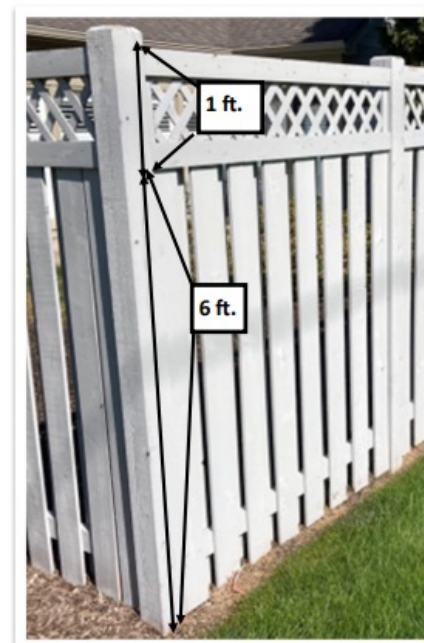
Co-owners are to maintain the interior of the attic above and the crawlspace below their unit, including any equipment, such as sump pumps.

Privacy Fence Specifications

- Overall height must be seven (7) feet.
- The lower six (6) foot section must be a shadow box design as shown.
- The upper one (1) foot section must be a diagonal lattice design as shown.
- Fence must be painted SPLAT Gray.
- Sherwin Williams RAF SPLAT Gray: A89W01151
- Pain may be purchased at a discount at the Sherwin Williams store on Michigan Rd and 86th St or on Rangeline Rd.
- New privacy fences and replacement privacy fences must follow these specifications.



Example of new construction



Example of a completed installation painted SPLAT Gray

Winterizing Tips

As cold weather sets in, be sure to remove and store all hoses and winterize your exterior faucets.

As some residents leave for the winter, be sure to do the following to protect your unit:

- Allow a neighbor to have access in case of an emergency.
- Shut off your water at the main.
- Open cabinet doors around sinks to allow heat access as plumbing may be on an outside wall.
- Turn off your water heater.
- Set your thermostat to about 60 degrees.
- Complete the Crime Watch form in this booklet and send to our property manager and give a copy to your block captain.

Prohibited Activities

All units shall be used exclusively for residential purpose and occupancy for a single family. NO LEASE IS ALLOWED FOR ANY UNIT FOR ANY TERM. An exception may be allowed by the Board of Directors, in its discretion, and for such reason as it deems appropriate. All such situations must be presented to the Board in advance of any arrangements. The lease term must be for no longer than on year (1), and renewal is subject to review. If the Board determines that the co-owner has a significant hardship, a lease may be considered. Significant Hardship may include: (1) Death of a co-owner; (2) Divorce of a co-owner; (3) temporary re-location of a co-owner over 50 miles; (4) temporary necessary relocation of a co-owner due to mental or physical infirmity or disability of at least one of the owners.

No sales activity is permitted on the property. No industry, trade, or other commercial or religious activity, educational or otherwise, whether designed for profit, altruism, or otherwise shall be conducted, practiced, or permitted on the property. This includes a prohibition of garage sales, estate or moving sales, or sales of any other designation, other than sale of the unit covered in another section of this handbook.

Security

As previously noted, both the co-owner and the association receive a discount for having the ADT fire and burglary system which is monitored by ADT. This service is paid by the association. Every unit MUST be connected to ADT, or if desired, and paid by the co-owner, another monitored system. If NOT on ADT, the co-owner MUST provide an alarm certificate to our property manager each year. The ADT system is monitored through a land line at no cost to you. If you drop your land line, you MUST contact ADT and arrange for a cellular connection which is at the co-owner cost. Failure to maintain the ADT system could create a liability if there is injury or damage to an adjoining unit from an occurrence.

The above requirement remains in place even if you vacate your unit to put up for sale. The system MUST be maintained, and information passed to the new buyer.

The ADT system is inspected annually, and a schedule is sent to everyone in advance. You MUST make arrangements for this inspection, which only takes a few minutes of your time. If you need service to your alarm system, you may contact ADT at 1-800-878-7806. First time users will also need to contact ADT at this number to establish an account and set up your alarm codes.

Springmill Lakes at Tamarack has an active Crime Watch program. Each co-owner is assigned a Block Captain. The list may be obtained from our manager or is also shown periodically in the quarterly newsletter. If you observe suspicious activity, call 911 if looks serious or contact your Block Captain.

As a reminder, keep all garage doors closed as this just invites the curious outsider. Do not leave your autos in the drive unless locked.

The association periodically provides a listing of all residents for your use. This list is NEVER to be provided to outside parties for solicitation or business purposes. This is strictly for RESIDENT use only to get to know your fellow residents.

Association Meetings

Your Board of Directors meet on the third Monday of each month. If you have agenda items you wish to be considered, contact the property manager or President prior to the meeting.

The ANNUAL MEETING of co-owners is in the fourth quarter of each year. Proper notice and agenda will be sent in advance. All residents are encouraged to attend this meeting as it is YOUR association. A proxy form is always included if you will be away at meeting time. If you cannot attend, the board MUST have your proxy in order to maintain a quorum to conduct business. At this meeting, a review of the past year, plans for upcoming year, and approval of budget is accomplished. Thus, your participation is very important.

Nature Preserve

Springmill Lakes at Tamarack offers a 17-acre nature preserve, a dedicated Wildlife Habitat, as part of the community. The Tamarack Recreational Corporation, a not-for-profit corporation, owns, administers and manages the nature preserve. Each of the co-owners of Springmill Lakes at Tamarack and their guests, along with the residents of the Tamarack Seventeen Homeowners Association, has access to the nature preserve. The nature preserve is inspected every five years by the Department of Natural Resources in order to maintain tax exempt status for this portion of the property.

The entrance to the nature preserve is at the grassy knoll across the street from the lake boardwalk and indicated by a signage.

Paths are mowed and maintained throughout the year as well as a boardwalk at the nature preserve entrance for the co-owners' walking convenience to view the flora and fauna of each season.

Yearly nature-loving events are sponsored for all residents. These have included wild flower tours and proctored nature walks. Volunteer gardening, tree-planting and landscape maintenance opportunities are available.

The Recreational Corporation has its own officers, board and budget. Currently every unit co-owner is assessed a small monthly fee, as approved by the Springmill Lakes at Tamarack Board, which is collected by Springmill Lakes on behalf of the Recreational Corporation and is included in each co-owner's monthly assessment fee paid to Springmill Lakes.



Architectural Changes

Page 15 shows an Architectural Control Form to be used for requesting approval for any addition, change or improvement to the interior or exterior of a co-owner's condo unit. To assist with the project, the following is a list of instructions:

1. Review the Unit Alterations & Landscaping sections in this handbook. All questions can be directed to the property manager or the Architectural Control Board member.
2. Read the following Policy Statement for Construction Projects: Any renovation/remodeling of the interior other than cosmetic changes such as paint, wallpaper or carpet should be reviewed by the Architectural Control Board member or property manager before starting any project to ascertain if Board approval is required.
3. Complete the Architectural Form on page 15 and deliver it to the Architectural Control Board member or the property manager.
4. The Board has 30 days to approve, request more information or deny the project. Notification will be in writing.
5. Any changes to the approved plan must be re-approved by the Board in advance of implementation.
6. Obtain necessary building permits only after receiving the written Board approval for the project.

=====

Policy Statement for Construction Projects

The Board of Directors of Springmill Lakes at Tamarack hereby requires all construction/landscaping projects have the prior approval of the Board. Such approval will include a stipulation that if such construction initiated by a co-owner requires any administrative action (i.e.: permits, etc.) or public hearings (i.e., variances, etc.) the same shall be the sole financial responsibility of the co-owner after such action has secured the prior approval of the Board of Directors. The co-owner assumes all responsibility for any buried cables, utilities, sprinklers, etc., and will restore the surrounding common area to a satisfactory condition in a timely manner.

The Board further stipulates that where such approval for construction results beyond the co-owner's current conditioned living space as described in the Horizontal Property Regime and subsequent amendments, such enlarged conditioned living space shall become a permanent encroachment on the limited and common property of the Regime for the exclusive use of the co-owner and all succeeding co-owners of the Unit. As such, any and all interior and exterior maintenance of this enlarged living space shall be the responsibility of the co-owner and any succeeding co-owners.

The policy is now in full force and effect for all past, present and future constructions in Springmill Lakes at Tamarack.

Springmill Lakes at Tamarack Architectural Control Form

Read the Instructions and rules for architectural changes before completing this form and sending to the Kirkpatrick Management Company (see page 3 for contact info).

Submitting this form, the co-owner understands, acknowledges and agrees any additions, improvements, repairs or alterations are the sole responsibility of the co-owner, heirs and any future co-owners. Co-owners will be fully responsible for maintenance, repairs and upkeep. Furthermore, it is the co-owner's responsibility and that of the contractor(s) to ensure the renovation project does not impact any structural element of the building including, but not limited to, load-bearing walls and floor joists.

Name _____

Address _____

Phone _____ **Email** _____

Nature of work _____

Provide copies of any documents which will detail work: landscape plans, drawings, product specifications, photos, etc.

Contractor Info including bonding & insurance: _____

We need permission to place the following on the property (check all that apply):

POD _____ **Porta Potty** _____ **Dumpster** _____ **Building Materials** _____

Est. starting date _____ **Est. completion date** _____

Approval of Adjacent Neighbors (Need three)

Signature _____

Address _____

Signature _____

Address _____

Signature _____

Address _____

President _____ **Date Board Approved** _____

Maintenance Responsibility Check List

<u>DESCRIPTION</u>	<u>OWNER</u>	<u>COA</u>	<u>BOARD APPROVAL</u>
Air Conditioning / HVAC Equipment	X		
Attic Space			
Rafters/Ceiling Joists		X	
Fire Wall		X	
Electrical Fixtures	X		
Insulation	X		
Flooring (if applicable)	X		
Pull Down Stairs (if applicable)	X		
Adding Living Space	X		X
Boardwalk		X	
Brick (exterior)		X	
Chimney			
Flashing		X	
Flue - Repair/Replacement	X		
Flue Cleaning	X		
Exterior - masonry, wood		X	
Common or Limited Area Damage			
If caused by Owners, Residents or Guests	X		
If caused by other conditions		X	
Crawl Space			
Floor Joists		X	
Vapor Barrier	X		
Perimeter Drainage	X		
Sump Pump/Pits	X		
Discharge lines	X		
Insulation	X		
Critter Control			
Opossum, Raccoon,		X	
Damage caused by the same		X	
Balconies/Decks/Patios/Privacy Fences			X
Maintenance & Repair	X		
Painting/Staining	X		
Doors			
Exterior Doors (Install, Maintain, Replace)	X		X
Front Door, Patio Door, "Kitchen" Door	X		X
Storm Door (Install, Maintain, Replace)	X		X
Painting (Front Door)	X		X
Caulking		X	
Replacement	X		X
Trim (exterior)		X	
Frames (exterior)		X	
Operation / Adjustments	X		
Thresholds		X	
Weather Stripping	X		

Maintenance Responsibility Check List, Page 2

<u>DESCRIPTION</u>	<u>OWNER</u>	<u>COA</u>	<u>BOARD APPROVAL</u>
Drainage			
Above Ground Splash Pads		X	
Buried downspouts		X	
Stormwater drain culverts and pipes		X	
Driveways			
Repair / Replacement		X	
Seal Coating		X	
Dryer Vents			
Exterior Vent Cap		X	
Piping	X		
Cleaning	X		
Internal Structural Modifications	X		X
External Modifications	X		X
Fences			
Perimeter boundary fence		X	
Privacy Fence	X		X
Foundations			
Footers		X	
Floor Beams and supports		X	
Vents		X	
Floor Joists		X	
Interior Renovations which require added floor support	X		X
Garage			
Flooring -Maintenance	X		
Apron		X	
Overhead Door			
Replace		X	
Repair (unless damaged by co-owner)		X	
Operation	X		
Paint Exterior		X	
Damage by Owner	X		
Gas Lines			
Interior and in crawl space or attic	X		
Exterior (To the meter)	X		
<i>Meter by Utility Co.</i>			
Hose Bibs (Outside Spigots)	X		
Insulation	X		
Interior Repairs, include settling cracks	X		
* <i>see roof leak damage</i>			

Maintenance Responsibility Check List, Page 3

<u>DESCRIPTION</u>	<u>OWNER</u>	<u>COA</u>	<u>BOARD APPROVAL</u>
Irrigation System			
Water Supply		X	
Opening/Closing		X	
Backflow tests		X	
Maintenance		X	
Owner Installed	X		
Landscaping (foundation plantings)			
Tree & Shrub Care	X		
Spraying		X	
Pruning		X	
Removal / Replacement	X		X
Mulch	X		
Bed Maintenance	X		
Lake			
Algae and weed treatments		X	
Spillway		X	
Erosion control		X	
Lawn Care			
Mowing		X	
Trimming		X	
Fertilizer		X	
Lawn Restoration		X	
COA Landscaping in common Area		X	
Lighting			
Interior	X		
Exterior Outlets	X		
Exterior Fixtures	X		
Recessed exterior light fixtures	X		
Garage Carriage Light Fixtures		X	
Garage Carriage light bulbs		X	
Electronic photo control sensor		X	
Street Lights		X	
Mailboxes			
Maintenance/Repair/Replacement		X	
Nature Preserve			
		X	
Painting			
Interior	X		
Interior Garage Door	X		
Exterior		X	
Patios			
Maintenance, Repair/Replacement	X		X
Pest Control			
Inside	X		
Outside	X		

Maintenance Responsibility Check List, Page 4

<u>DESCRIPTION</u>	<u>OWNER</u>	<u>COA</u>	<u>BOARD APPROVAL</u>
Roads			
Maintenance & Repair		X	
Parking Pads		X	
Curbs		X	
Signs		X	
96th Street Gate		X	
Gate Openers (remotes). Replacement/Additional	X		
Roofs/Gutters/Downspouts			
Shingles		X	
Flashing		X	
Gutters		X	
Downspouts		X	
Drainage		X	
Gutter Cleaning		X	
Roof Leak Damage			
Repair Exterior		X	
Repair Drywall		X	
Repainting and Other Damage		X	
Screens			
Windows and Doors	X		
Security system			
Monitoring		X	
Annual Inspection		X	
All Equipment	X		
Maintenance & Repair	X		
Sewer Lines			
Interior drains to cleanout	X		
Exterior from cleanout to street		X	
Siding (Exterior)		X	
Snow Removal (3 inches or more)			
Driveways		X	
Streets		X	
Sidewalk to front door		X	
Patios/Decks	X		
Walkways (to front door)		X	
Water Pipes servicing the Unit			
Within Walls of Unit and Crawlspace, attic	X		
* <i>Includes frozen pipes & exterior faucet</i>			
Outside of Walls to water meter		X	
<i>Meter by Utility Co.</i>			

Maintenance Responsibility Check List, Page 5

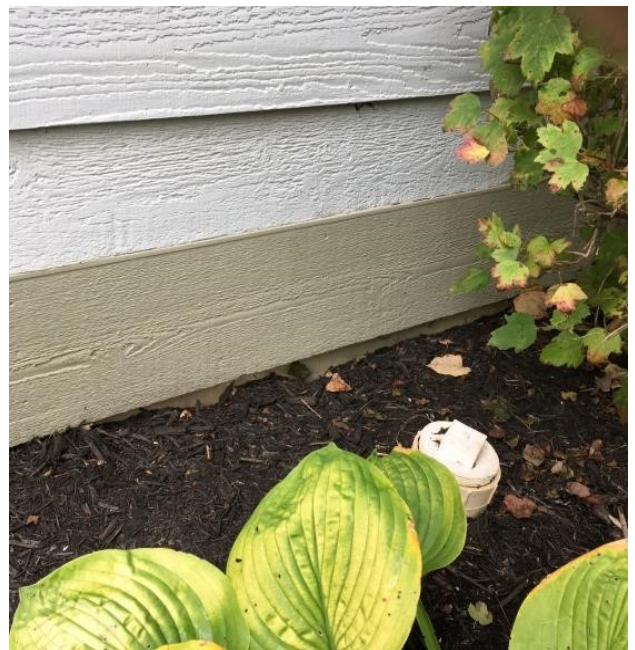
<u>DESCRIPTION</u>	<u>OWNER</u>	<u>COA</u>	<u>BOARD APPROVAL</u>
Windows			
Caulking		X	
Glass, including thermo-seal	X		
Operation (hardware, closures)	X		
Cleaning	X		
Storm	X		
Screens	X		
Exterior Trim		X	
Frames (exterior and Interior)	X		
Replacement – Sash, complete window assembly	X		X
Weather Stripping	X		
Skylights	X		
Wiring and Conduit			
Interior and Outdoor Lighting	X		
Exterior to Meter	X		
<i>Meter by Utility Co.</i>			
Cable TV	X		
Telephone (landline)	X		
Door Bell	X		
Internet	X		

Association is not responsible for any damages due to the co-owner's negligence. These guidelines may be amended by Board approval from time to time.

Proper Mulching and Bed Edging Methods

Mulching and management of foundation landscaping must adhere to the following:

Mulch must be no higher than the bottom of the trim board as shown in the below photos where the mulch is not touching the trim board.



Mulch should also not touch or block any air vents. Below is the correct mulching height in relation to a vent:



Proper Mulching and Bed Edging Methods, Continued

The following is an example of unacceptable mulching placement where mulch is too deep and covers the crawl space vent and/or is touching a trim board.



Mulch rated as AA dark brown is recommended. This type has good installation staying power and color. Mulch depth should range between 2 to 3 inches deep. Too much mulch can be harmful. If sufficient depth is measured, break up any matted layers and refresh the appearance with a rake. Remove all old mulch periodically because over time some areas may reach a thick, unacceptable depth.

In order to reduce weeds in mulching beds, it is strongly recommended a pre-emergent be used. Pre-emergent can be purchased at the local hardware store and is applied prior to mulching. Follow application directions on the bag. Mulch should not come in contact with tree trunks and should be mounded away from the trunk.

Foundation drainage grade must be maintained to promote water flowing away from the unit's foundation. Landscape edging can trap water, not allowing it to drain—rain and/or irrigation. Landscape edging must be installed flush with the ground so water flows away from the foundation. Otherwise the unit foundation and/or crawlspace could suffer from water damage. The photos below show unacceptable landscape edging which protrudes above the ground. Removing landscape edging is a recommended alternative. Instead use a spade to define the edge of the bed.



Crime Watch

Springmill Lakes has a Crime Watch organization. Each co-owner is assigned a Block Captain. If you observe suspicious activity in the neighborhood or an emergency, call 911 or your Block Captain if more appropriate. If you plan to go out of town for an extended period of time, complete the attached Crime Watch Information Sheet below and give to your Block Captain.



Crime Watch Information Form

If you are leaving town for an extended period of time, the Crime Watch Committee recommends you complete this form and forward to your Crime Watch Block Captain, neighbor and/or Kirkpatrick Management Company.

Co-owner(s) _____
Address _____ Phone _____
Planning to be out of town from _____ to _____
While out of town, I/we can be reached at this number _____
Mail Delivery has been stopped: Yes _____ No _____ (The following person will be checking for mail delivery) _____

The following person(s) will be checking the condo:

Name _____	Relationship _____
Type of Vehicle _____	Phone # _____
Frequency of Visits _____	

Additional person(s) will be checking the condo:

Name _____	Relationship _____
Type of Vehicle _____	Phone # _____
Frequency of Visits _____	

Additional comments or instructions:

Block Captain _____ **Phone** _____

