

Architectural Guidelines

SaltAire Condominium Association, York, ME

1.0 OBJECTIVE

To maintain and improve our significant investment in SaltAire Condominiums by assuring that the structural integrity and appearance of our residential Units and the grounds immediately adjacent to our Units remain at a high standard as set forth in these Guidelines, established by the SaltAire Executive Board.

2.0 APPLICATION

Under the By-Laws & Declaration of the SaltAire Condominium Association, it is the responsibility of each Unit Owner to maintain his/her Unit in good order and repair, and Unit Owners may not make any structural modifications or alterations to the exterior of any Unit or of the adjacent common areas, Limited Common Elements or Reserved Common Elements without the written consent of the Executive Board, promulgated in the Rules and Regulations.

3.0 ORGANIZATION

The SaltAire Condominium Association Executive Board implements policies to approve or disapprove property modification Requests to individual Units. The purpose of these policies is to maintain the aesthetic appearance of SaltAire Condominiums, to preserve and improve the property of the Association and to ensure that all Association members are treated equally and held to the same requirements and standards. The Executive Board applies these standards with regard to its residential Units, Limited Common Elements and Reserved Common Elements. They include:

1. *Architectural Guidelines*
2. *Landscape Guidelines*
3. *Unit Paint Colors Guidelines*

These are individually updated and subject to review & modification by the Board.

4.0 EXECUTIVE BOARD'S DUTIES AND RESPONSIBILITIES

It is the responsibility of the Executive Board to do the following:

- 4.0.1 To review and approve or disapprove all Requests from Owners to make any alteration or modification to the structure of any Unit or to the appearance and/or color of any Unit's exterior or part thereof.
- 4.0.2 To respond in a timely manner to Requests not requiring additional information or review.
- 4.0.3 In the case of denial, to provide the applicant with background information relative to the Request and the reasons for denial.
- 4.0.4 To inform the Unit Owner in writing of the approval or disapproval of requested changes.
- 4.0.5 To file all records of approval or disapproval in the Unit Owner's file in the Association's Office.

5.0 GENERAL GUIDELINES

- 5.0.1 Any change to a Unit that affects the external appearance of that Unit must be approved by the Executive Board. [*SaltAire Declaration, Article 7, Section 7.1 (j)*]
- 5.0.2 Prior to any structural or external changes, alterations, variations, modifications, or substitutions to any Unit or to the general appearance of the common property adjacent to a Unit, including gardens & landscaping, all Owners must submit their Requests to the Executive Board for a determination.
- 5.0.3 All Requests must be submitted to the Board in writing and must be accompanied by plans and drawings in sufficient detail for the Board to evaluate the application adequately and to provide a permanent record of the work. The Board shall prescribe the form of application to be used. It shall be incumbent on the applicant to provide all the necessary plans, facts and data in order for the Board to make a proper determination.
- 5.0.4 The Board acts on Requests at its monthly meetings between May 1 and October 15. This is necessary because the Board needs to examine each Request collectively so that it can draw on the knowledge and ideas of all Board members, Ex-Officios and the Management Consultant to ensure that it makes the best possible decisions for the individual requester and for the SaltAire community. Except for emergency situations, members should not expect Requests to be acted upon between meetings.
- 5.0.5 If the work requires a contractor, there must be a record of liability insurance on file in the Office for this individual.
- 5.0.6 The Board shall act expeditiously upon receipt of the completed application, unless further information or negotiation is required.
- 5.0.7 If a Request is denied, the Owner may be advised of revisions to the application that would permit approval.
- 5.0.8 If a Request is denied, the Owner may, in writing, request that the Board reconsider the decision. The Owner may appear before the Board to present arguments and evidence as to why the denial should be set aside and/or modified.
- 5.0.9 The approval of a Request is valid for 12 months unless the Executive Board agrees to a different timeframe. If the project is not completed within 12 months, an extension can be requested in writing or via email.
- 5.0.10 LIMITED COMMON ELEMENT(S)
A "Limited Common Element" is, by definition, a portion of the Common Elements so designated in the Declaration as being reserved for the use of a certain Unit to the exclusion of other Units. Limited Common Elements are under the direct authority and control of the Executive Board and are subject to the same conditions set forth in the Architectural Guidelines as the Units themselves.
- 5.0.11 RESERVED COMMON ELEMENT(S)
A "Reserved Common Element" is, by definition, a portion of the Association's Common Elements to which one Unit Owner is given exclusive rights on a temporary and revocable basis by the Executive Board (for example, individual storage sheds). Reserved Common Elements are under the direct authority and control of the Executive Board and are subject to the same conditions set forth in the Architectural Guidelines as the

Units themselves.

5.0.12 Maintenance and Upkeep of Cottage Units, Trailers, Limited Common Elements and Reserved Common Elements: Unit Owners are responsible to maintain their Units and all properties designated for their exclusive use in good condition and repair, and to a standard of appearance compatible with the common good of the Association. Due to the diverse nature of the Units in the SaltAire Condominium Association, the Executive Board has the right and the responsibility to establish standards of appearance on a Unit-by-Unit basis.

6.0 GUIDELINES FOR MAJOR RENOVATIONS

- 6.0.1 The Board does not have the authority to approve any Request that would lead to an increase in the footprint of any Unit. According to the SaltAire Declaration, the boundaries that outline the footprint of a Unit are determined by the vertical planes of the exterior surfaces of the Unit. Thus the dimensions of a trailer hitch will not be considered as a part of the length of trailer when determining the acceptable size of a replacement trailer.
- 6.0.2 Building construction is only allowed from May 1 to June 15 and from September 15 to October 15 unless otherwise permitted by the Executive Board in writing.
- 6.0.3 Any document that will need recording in the York County Registry of Deeds will be at the expense of the Unit Owner. The failure of a Unit Owner to execute such a document and/or to pay the recording fee shall be a reason for denying the Request.
- 6.0.4 A York town Building Permit must be secured by the Unit Owner and a copy of this permit must be filed in the SaltAire office before work commences.
- 6.0.5 The Executive Board will require a \$100.00 deposit to ensure that all proper forms and permits have been submitted. Once all paperwork is in place, the deposit will be returned.
- 6.0.6 The Board may assign a designee to monitor construction and/or repairs done to Units. The designee will make periodic inspection of progress to determine the work is being done in compliance with approved criteria. If it is deemed that work is not in compliance, the designee will contact the Board for determination and work may be halted for further review. If there is a need, new approvals may be required for completion of the project. This will apply to cottage renovations, trailer replacements and enclosure re-constructions.
- 6.0.7 Except for emergency situations, requests for major cottage renovations, trailer replacements or enclosure re-construction will not be considered by the Board during the "off season." Requests are reviewed by the Board at monthly meetings when the Park is open (May 1 through October 15). Members who wish to make major renovations or replacements must submit their Requests in a timely fashion, allowing the Board adequate time to thoroughly review them at regular Board meetings when the Park is open (between May 1 and October 15). This means that if a member wishes to start work on a major renovation the following spring, the Request must be presented to the Board at least 30 days prior to the end of the previous season, i.e. by September 15.
- 6.0.8 In the case of an emergency renovation or replacement between Board meetings or

when the Park is not open, the Board will do its best to process the Request.

6.0.9 No tractors, graders or earth moving equipment are allowed on SaltAire property without approval from the Executive Board.

6.0.10 Any damage to the Association's property and/or grounds must be repaired to its original condition at the expense of the Unit Owner.

6.1 Trailer Replacements

6.1.1 Unit Owners whose Unit consists wholly or partially of a trailer may remove and replace the trailer with another trailer (but not another structure) as long as the replacement trailer fits within the boundaries of the existing trailer, the replacement trailer does not have a sleeping capacity greater than that of the existing trailer and the replacement trailer is of a better quality than the one it is replacing.

6.1.2 The boundaries of the existing trailer are defined by its vertical planes, meaning the exterior surfaces of the exterior siding as it is positioned on the current footprint. Thus the dimensions of a hitch will not be considered as a part of the length of trailer when determining the acceptable size of a replacement trailer.

6.1.3 A "trailer" is defined as a vehicle without motor power and mounted on wheels, designed to carry persons or property and to be drawn by a motor vehicle and not operated on tracks, and designed to provide temporary living quarters for recreational, camping or travel use, of such size or weight as not to require special highway movement permits when towed by a motor vehicle. [*Ref- State of Maine Legal Definitions*]

6.2 Trailer Enclosures: Reconstruction or Replacement

6.2.1 Permission to enclose or alter a trailer enclosure in any manner must be granted by the Executive Board.

6.2.2 Plans must be submitted to the Executive Board using the Enclosure Guidelines form [*available on the SaltAire Website: <http://SaltAire.homestead.com> or from a Board Member*]

6.2.3 The enclosure must fit within the boundaries of the existing structure.

6.2.4 If the work requires a contractor, there must be a record of liability insurance on file in the Office for this individual.

6.2.5 A town Building Permit must be secured by the Unit Owner and a copy of this Permit must be filed in the office before work commences.

6.2.6 The Board has the right to deny any enclosure modification or reconstruction if, in its opinion, it is not consistent with the surrounding architecture or encroaches upon an abutter's privacy.

6.2.7 Trailer enclosures are Limited Common Elements or Reserved Common Elements as defined by the Association's Declaration. It is the responsibility of the Unit Owner to maintain his/her enclosure in good condition including screens, windows and general exterior appearance.

6.3 Replacement of Entrance Platforms or Steps

6.3.1 Permission must be secured to alter an existing entrance platform in any manner. Details and plans must be submitted prior to the start of any work, showing proposed

dimensions, materials to be used, methods of construction and associated plantings if any. If an aesthetic or noise factor exists, the Owner may be required to provide visual screening (e.g., shrubs, fencing, etc.) as requested by the Board.

- 6.3.2 Entrance platforms to trailer enclosures or cottage Units cannot exceed 16 square feet including steps without an exemption from the Executive Board. The maximum width of entrance platform steps is 36 inches, the maximum riser height is 8 inches, and minimum tread depth is 10 inches. Entrance steps should not extend more than 48 inches from the enclosure or cottage entrance. Exceptions and creative modifications may be required to accommodate trailers, enclosures and cottages where the aforementioned guidelines may not be practical. (For example, for trailers that are high off the ground, several steps within the enclosure may be necessary to reduce the number of entry steps needed, or the size of the trailer enclosure may have to be reduced to include some of the entry steps.)
- 6.3.3 Entrance platforms greater than 16 square feet will incur a Special Assessment of one dollar (\$1.00) per square foot for the temporary use of common ground.
- 6.3.4 More than 3 step risers require a railing. [*Ref. York Building Codes, Section 315.*]
- 6.3.5 All entrance platforms or steps must have direct access to the interior of the Unit.
- 6.3.6 The Board shall deny any change to any entrance platform or steps if the change is not esthetically appropriate or encroaches upon a neighbor's privacy.
- 6.3.7 If any approved entrance platform and/or landscaping has to be torn up for any legitimate purpose, e.g., to access utilities, sewer lines, TV cables, etc., it is the Association's responsibility to restore the platform and/or landscaping to its original condition. The Association will not repair or restore any unauthorized additions or modifications.
- 6.3.8 If any entrance platform is constructed without the approval of the Board or constructed in a manner or with materials other than that which have been approved, then the Owner must restore the property to its original condition at his or her expense or the Association will restore the property to its original condition at the Owner's expense.

7.0 UNAUTHORIZED CONSTRUCTION

- 7.0.1 If the Board determines that any unauthorized modification or construction has been completed, the Owner may be required to execute an appropriate document under which he, his heirs or assigns agree that they will not hold the Association legally responsible for any injury or maintenance of any kind resulting from the modification, and moreover, that any additional maintenance, damage or injury resulting directly or indirectly from this modification shall be the responsibility of the Owner.
- 7.0.2 If any alteration or modification is made for which approval has not been secured, either in advance or after the fact, or the Board through the review process has refused approval, the Owner must restore the property in question to its original condition at his or her expense, or the Association will restore the property to its original condition and the cost will be charged to the Owner.
- 7.0.3 The Association has the authority to place a lien against any property where expenses of the above nature are charged to the Owner and the Association is not promptly

reimbursed.

8.0 GUIDELINES FOR MODIFICATIONS THAT AFFECT THE EXTERNAL APPEARANCE OF UNITS

- 8.0.1 All exterior alterations to Units, Limited Common Elements and Reserved Common Elements are under the jurisdiction of the Executive Board. Prior to any external changes, alterations, variations, modifications, or substitutions to any Unit or to the general appearance of the common property adjacent to a Unit, including gardens & landscaping, all Owners must submit their Requests to the Executive Board for a determination.
- 8.0.2 Approval must be secured to attach any permanent or removable accessory to the exterior of any Unit.
- 8.0.3 All Requests must be submitted to the Board in writing and must be accompanied by plans and drawings in sufficient detail for the Board to evaluate the application adequately, and to provide a permanent record of the work. It shall be incumbent on the applicant to provide all the necessary plans, facts, and data in order for the Board to make a proper determination.
- 8.0.4 The Board acts on Requests at its monthly meetings between May 1 and October 15. This is necessary because the Board needs to examine each Request collectively so that it can draw on the knowledge and ideas of all Board members, Ex-Officios and the Management Consultant to ensure that it makes the best possible decisions for the individual requester and for the SaltAire community. Except for emergency situations, members cannot expect Requests to be acted upon between meetings.
- 8.0.5 If the work requires a contractor and that contractor is licensed, there must be a record of liability insurance on file in the Office for this individual.
- 8.0.6 The Board shall act expeditiously upon receipt of the completed application, unless further information or negotiation is required.
- 8.0.7 If a Request is denied, the Owner may be advised of revisions to the application that would permit approval. If a Request is denied, the Owner may, in writing, request the Board to reconsider the decision. The Owner may appear before the Board to present arguments and evidence as to why the denial should be set aside and/or modified.

8.1 Unit Numbering

Numbering of Units in a consistent and visible way is important for fire and emergency services. House numbering is also regulated by the Town of York and must meet the standards of the code. [*E911 Ordinance, Town of York, 11-06-2001 - 363-1005*]. They should be of a reflective material or have sufficient contrast to the background material to be easily visible at night with the aid of an emergency vehicle spotlight. They must be conspicuously placed on the Unit parallel to the street, preferably either above or near an upper corner of the door so they can be seen in daylight by the average person. Numbering shall be progressively brought into compliance with this guideline as each Unit is painted or renovated. Additional house numbers that are decorative or include names are allowed under the same rules as "Decorative Objects" below. Personalized numbers should not conflict with the official ones.

8.2 Unit Colors

If a Unit is re-painted, re-sided or remodeled, its body must be of a light, neutral color (beige, gray, white). The secondary or trim color, including exterior doors, windows, steps, railings and lattice work must also be approved by the Board. Samples of the proposed colors must be submitted to the Board.

8.3 Exterior Painting

Approval must be obtained to paint any portion of a Unit, including outside doors and trim in a color different than the existing color.

8.4 Storm Doors

The exterior color of storm doors must be approved by the Board.

8.5 Exterior Entry Doors

Decorative entry doors require the approval of the Board. The Owner is responsible for seeing that a new, unpainted entry door is painted either soon after installation or as soon as weather permits.

8.6 Unit Windows and Doors

Any change in the size of windows or exterior doors requires Board approval.

8.7 Shutters

Shutters of any type are not permitted on the exterior of windows of any building without approval.

8.8 Awnings

Outside awnings, or any other type of covering for sun protection attached to the outside wall of a Unit, must be of a material blending properly with the building to which it is attached, must be of roll-up type and of a neutral color. Only door or window awnings are allowed. All awnings are subject to the approval of the Board.

8.9 Exterior Lights

Exterior light fixtures may not be changed or added without approval. They should be located with consideration for the privacy of neighbors.

8.10 Exterior Railings

Any railings removed in the process of repairing or replacing exterior windows, entrance platforms or doors should be restored to their original location.

8.11 Skirting

Unit Owners are strongly encouraged to install skirting on their Units, as it discourages wild animals from settling underneath and improves the appearance of the Park. The Board has the right, at its discretion, to require skirting on individual Units.

8.12 Vents, Attic Fans, Skylights

Approval must be secured to install any outside vents, roof vents, attic exhaust fans, skylights, or to put a hole in the roof of a Unit for any purpose. Building permits required by the Town of York shall be obtained by the Unit Owner.

8.13 Antennas

No TV or radio antennas, including satellite "dish" antennas, are permitted in common areas. Antennas may only be installed in an exterior area where the resident has exclusive use and must be approved by the Board.

9.0 CHANGES TO THE INTERIOR OF UNITS

- 9.0.1 A condition of every approval will be, prior to commencement of work, that the Unit Owner obtain the proper Building Permits from the Town of York in all cases in which York Ordinances require such a Permit. Copies of these Permits must be provided to the Association office for filing.
- 9.0.2 No alteration may be made to any cottage or trailer which would increase the sleeping capacity assigned to that Unit.

9.1 Hot Water Heaters

Installation or replacement of hot water heaters requires Board approval which must be obtained before the work commences. Electric hot water tank capacity shall not exceed ten (10) gallons except Units in which larger hot water tanks are grand-fathered. The hot water heater must either fit within the existing enclosure or be stored inside the Unit. The Request must include both the type of tank being installed (gas or electric) and its capacity.

9.2 Air Conditioners

Air conditioners are not permitted except in the House Unit which supplies its own electricity. (Membership approval was obtained for this exception in August 2011.)

9.3 Washing Machines & Clothes Dryers

Due to the limited electrical capacity in the Park, washing machines and clothes dryers are not allowed. This does not apply to the House Unit which is responsible for its own electricity.

10.0 UNAUTHORIZED MODIFICATIONS TO INSIDE OR OUTSIDE OF UNITS

- 10.0.1 If any alteration or modification is made for which approval has not been secured, either in advance or after the fact, or for which the Board, through the review process, has refused approval, the Owner must restore the property in question to its original condition at his or her expense, or the Association will restore the property to its original condition and the cost will be charged to the Owner.
- 10.0.2 The Association has the authority to place a lien against any property against which expenses of the above nature are charged to the Owner and the Association is not promptly reimbursed.

11.0 LANDSCAPING GUIDELINES

11.1 Outside Plantings

All plantings must be close to the base of the Unit or enclosure and must not interfere with assigned parking. Trellises near the building must be movable to facilitate building and lawn maintenance.

11.2 Mulch

If possible, the level of mulch or soil at the foundation of a Unit must be below the bottom edge of the siding to help prevent damage to siding (moisture, mold, termites, etc.).

11.3 Decorative Objects, Lawn Ornaments / Planters, etc.

Statuary ornaments, planters, urns, bird feeders, birdbaths and other ornamental objects shall be located near existing foundation beds or on entrance platforms. Ornamental objects shall be limited to three (3), and, with the exception of bird feeders, baths and bird houses, shall not exceed a height of thirty-six (36) inches. Flagpoles must be attached to brackets on the building, freestanding flagpoles are not allowed without Board approval unless they are already in place at the prior to the date of these Guidelines. Flags shall be no bigger than 3' X 5' unless otherwise approved by the Board. Planters shall be located on or near ground level. They shall not exceed a height of thirty-six inches. Flower boxes are permitted on railings, windows or entrance platforms.

12.0 GUIDELINES FOR ITEMS NOT ATTACHED TO UNITS

12.1 Storage Bins

Board approval is required and the Request must include the specifics of the desired Storage Bin and the location where the member wishes to place it. The Guidelines for the Storage Bins are: The footprint shall be no greater than 3' X 5'; the storage capacity shall not exceed 35 cubic feet; the material shall be of a Rubbermaid/Suncast type. There is a Special Assessment of \$10.00 per year for such storage bins, except for those that were grandfathered by the 1985 SaltAire Declaration.

12.2 Fences

Fences of any type may not be installed without the approval of the Board.

12.3 Lawn Watering Equipment

Hoses and hose reels shall be properly stowed when not in use, so that they do not impede grounds maintenance

12.4 Deck Umbrellas

One umbrella, maintained in good condition, is permitted per Unit and no approval is required for use exclusively on a deck or adjacent to the Unit. Umbrellas should be taken in or collapsed when not in use. Canopies may be used on special occasions with the approval of an Executive Board member.

12.5 Barbeque Grills

Only outside gas grills and barbecues are permitted for the purpose of cooking. Use and storage of propane grills is subject to local and state regulations, therefore grills and propane tanks cannot be stored in the interior of any Unit and must not be used within five feet of any building. Propane grills must be stored on a deck, entrance platform or immediately adjacent to a Unit. Open fires of any nature are prohibited.

12.6 Picnic Tables

Picnic tables must be folded and placed close to Units to facilitate lawn maintenance.

12.7 Tents

The pitching of tents or like structures is prohibited. Pitching of canopies may be allowed for special occasions with the approval of an Executive Board member.

12.8 Memorial Tree Plaques

12.8.1 Maximum size of plaque: 6"x12"x1½"

12.8.2 Material: Stone (granite, blue, marble, other with Board approval)

12.8.3 The plaque must be appropriately lettered

12.8.4 Location: The plaque can be set on the bark mulch around a tree or leaning on (and not attached to) a tree

12.8.5 The plaque must be removed to an interior space during winter and put back out in the spring by the family owning the memorial.

12.8.6 The cost of the plaque is the responsibility of the family owning the memorial. If it is broken, stolen or lost, its replacement is at the expense of the family owning the memorial.

12.8.7 A Request must be submitted in writing to the SaltAire Board and permission must be granted in writing prior to the installation of a plaque.

12.9 Vehicles

The area near the front entrance garden can be used for temporary overflow parking only, and vehicles may not be left there overnight. Vehicles towing trailers, boats or personal watercraft are not allowed on the property at any time.

[Approved by the SaltAire Executive Board on April 8, 2013]