

Rose Island Riverside Condominiums, Inc. Request Form for Modification of Exterior Features

Overview:

The Architectural Review Committee (ARC) has been established by the Rose Island Riverside Condominiums, Inc. (RIRC) Board of Directors to assist in reviewing exterior modifications proposed by homeowners. This is being done to:

- Protect homeowners' investment in their condominiums
- Assure exterior modifications are installed in a manner that does not damage the building or common property
- Avoid negative circumstances which could impair the aesthetics or property values of the community
- Promote the general welfare and safety of homeowners and their guests

In addition to the reasons above, RIRC has also established the ARC to comply with the regulations specifically indicated in the Master Deed, Articles of Incorporation, and By-Laws:

Section 5.1.B Maintenance, Alteration and Improvement: The responsibility of the Condominium Unit owner shall be as follows: "(2) ... Not to paint or otherwise change or decorate the exterior appearance of a Condominium Unit or any other portion of the Condominium without obtaining written permission from the Board of Directors." and

Section 5.1 C. Alterations and Improvements: "... The Board of Directors shall have the power to approve or disapprove any such proposed improvement or alteration. If the Unit Owner desires, to construct any improvements on the premises, he shall first submit plans and specification to the Board of Directors of the Association for its approval, which approval shall not unreasonably be withheld."

If a homeowner proceeds without the necessary approvals, he/she may be subject to legal proceedings, as well as having to remove all unauthorized improvements, at the homeowner's expense.

Process:

The following process will be followed to ensure that requests are reviewed in a fair and expeditious process. While the ARC, RIRC Board of Directors, and Mulloy Properties will work hard to process requests as quickly as possible, it could take up to 60 days for the entire process. In order to change an exterior feature of a unit:

1. Homeowner completes this Request Form along with any additional requirements.
2. Homeowner submits this Request Form and any required documents to Mulloy Properties.
3. Mulloy Properties reviews the Request Form to ensure all information has been completed. If complete, Mulloy Properties will forward the Request Form and required documents to ARC.
4. The ARC will review the request and make a recommendation to the RIRC Board of Directors for final approval.
5. Homeowner will be notified in writing of approval or denial of their request.
6. If building permits are needed, Homeowner should provide a copy of permit to Mulloy Properties before work begins.

Work on the requested modification should begin no more than 180 days after approval and should end within one year of approval.

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NEW REQUEST

RE-SUBMISSION

DATE SUBMITTED: ____/____/____

UNIT OWNER NAME: _____

RIRC ADDRESS: _____ Victory Court, Prospect, KY 40059

OWNER PREFERRED MAILING ADDRESS (if different from above): _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: _____ EVENING PHONE: _____ CELL PHONE: _____

EMAIL: _____

PROJECT DATES (please submit up to 60 days in advance): Start: ____/____/____ End: ____/____/____

| Select type of exterior modification being requested: | Requirements to complete or submit: |
|--|--|
| <input type="checkbox"/> Decorative features/pictures hung on exterior* <input type="checkbox"/> Flag bracket* <input type="checkbox"/> Hose reel* <input type="checkbox"/> Repainting front door* <input type="checkbox"/> Satellite dish* | <input type="checkbox"/> Completed request form |
| <input type="checkbox"/> Awning* | <input type="checkbox"/> Completed request form <input type="checkbox"/> Photos and/or samples of colors, stains, surface finishes, or fabrics |
| <input type="checkbox"/> Utilities or wiring that penetrate exterior <input type="checkbox"/> Exterior light or ceiling fan in a new location <input type="checkbox"/> Electrical or gas hookups (ie. Generator, grill, hot tub) <input type="checkbox"/> Under-deck ceiling | <input type="checkbox"/> Completed request form <input type="checkbox"/> Installation plans and materials used |
| <input type="checkbox"/> Storm door <input type="checkbox"/> Front door replacement (with similar-looking door) <input type="checkbox"/> Concrete patio or walkway replacement or overlay <input type="checkbox"/> Deck surface replacement (ie. new boards, Duradek) | <input type="checkbox"/> Completed request form <input type="checkbox"/> Installation plans and materials used <input type="checkbox"/> Photos and/or samples of colors, stains, surface finishes, or fabrics |
| <input type="checkbox"/> Tree or bush addition, replacement, or removal <input type="checkbox"/> Landscaping changes (ie. edging, new planters, pavers) <input type="checkbox"/> Lower level patio enclosure <input type="checkbox"/> Spiral staircase up to deck <input type="checkbox"/> Whole-house generator | <input type="checkbox"/> Completed request form <input type="checkbox"/> Installation plans and materials used <input type="checkbox"/> Plot plan with proposed items drawn onto plan in proportion to building with dimensions <input type="checkbox"/> Approval from neighbor(s) – see page 3 |
| <input type="checkbox"/> Other: _____ | Please contact Mulloy Properties for required documents for your request. |

* Modifications that have specific guidelines and instructions in which they need to be installed. These will be provided upon approval of request.

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Detailed Description:

Please describe the exterior modification in more detail. Providing as much detail as possible will allow the ARC and RIRC Board of Directors to respond to this request as quickly as possible. Information to include could consist of the specific location in which modification will be installed, dimensions, or product web site address.

Who will be completing this exterior modification?

Homeowner Company Name or Installer's Name: _____
Phone Number: _____

Approval From Neighbors:

Per RIRC Master Deed, Section 5.1.C: Alterations and Improvements:

"Except as otherwise set forth herein, neither the condominium Unit Owner nor the Association will make alterations in any portion of a Condominium Unit, or remove any portion of such, or make any additions to such, or do anything that would jeopardize the safety or soundness of the Condominium Unit or its adjoining contiguous Condominiums Units, or impair any easement or Limited Common Element, or modify or interfere with the mechanical, electrical, plumbing, or other systems serving other Condominium Units without first obtaining approval in writing of the owners of all of the Condominium Units contiguous or adjacent to the area in which such work is to be done."

This requirement would apply to those modifications listed in the 5th section of the table on page 2. It may be a requirement for other requests as well, and will be determined by the ARC upon receipt of this Request Form. If determined to be required and not yet signed by neighbors, the form will be returned for neighbor's signatures before approving.

As a contiguous or adjacent homeowner to this proposed exterior feature, my signature below indicates approval.

| HOUSE NUMBER | PRINTED NAME | SIGNATURE | DATE |
|------------------|--------------|-----------|------|
| ____ Victory Ct. | | | |
| ____ Victory Ct. | | | |

By initialing beside each statement, I/we understand and agree to the following:

- ___|___ a) There are architectural and landscaping requirements addressed in the RIRC Master Deed and a review process established by the ARC and RIRC Board of Directors.
- ___|___ b) That no work on the modifications included in this request will commence until I receive written approval from the RIRC Board of Directors. To do so is a violation of the RIRC Master Deed and may result in my being required to remove any or all of the modifications, should they not be approved, and restore the property to its original condition at my own expense. I understand I may be held responsible for all legal fees incurred by RIRC in enforcing the provisions of the Master Deed.

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By initialing beside each statement, I/we understand and agree to the following (continued):

- c) This exterior change shall be erected, maintained, repaired and replaced solely at my expense, in accordance with this agreement. This agreement is binding and should be disclosed to respective heirs and successors to the property.
- d) I certify my RIRC dues account is current and there are no outstanding monthly maintenance dues, assessments, late fees, legal fees, or interest.
- e) Kentucky law requires that two days before the homeowner starts to dig, the Homeowner must call Buried Utilities Information (B.U.D.) at 502-266-5123 to have the location of all utilities marked.
- f) I agree to comply with any and all applicable Oldham County, Kentucky zoning and building codes as required. I will contact Oldham County Code Enforcement Board at 502-222-1476 for information on any necessary permits and inspections and will supply a copy of those permits to Mulloy Properties before work begins on the project.
- g) This approval is contingent upon the modifications being completed as depicted in the Request Form packages and no deviations may be made ARC and RIRC Board of Directors' approval.
- h) Modifications may not conflict with any recorded easements, including sight distance easements, and the Homeowner is solely responsible for ascertaining the location of such easements. Additionally, modifications may not adversely affect the drainage in the area so as to impact neighboring properties.
- i) No construction vehicles may enter upon turf to deliver materials or facilitate construction. Any disturbed common area must be restored to the satisfaction of the RIRC Board of Directors within 10 days of written notice to the Homeowner. If not restored, RIRC will restore all disturbed areas and assess the cost plus administrative charges to the Homeowner.
- j) Any approval granted by the RIRC Board of Directors will automatically expire should the proposed project not begin within 180 days or completed within one year of the approval.
- k) Members of the ARC and RIRC Board of Directors, and their agents, may enter onto the Homeowner's property to make routine inspections. Such inspections will be conducted at reasonable times so as not to disturb the Homeowner's use of the property.
- l) Rose Island Riverside Condominiums, Inc. and its Board of Directors, ARC members, employees or agents, accept no responsibility for violations of building code compliance, recorded easements, clearance requirements, poor workmanship, structural integrity, nor damage resulting from the requested exterior modification.

Agreement:

By my/our signature(s) below, I/we certify all information, data, and supplemental materials submitted in this application are complete, true and correct.

Homeowner signature: _____

Date: ____/____/____

Homeowner signature: _____

Date: ____/____/____

Send completed Request Form and all required documents to: RIRC Property Manager
c/o Mulloy Properties
8303 Shelbyville Road
Louisville, KY 40222

Phone: (502) 292-4030
Fax: (502) 618-5971

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Architectural Review Committee (ARC) and Board of Directors Approval Form

ADDRESS: _____ Victory Ct. Exterior Modification: _____

FOR RIRC ARCHITECTURAL REVIEW COMMITTEE (ARC) USE ONLY:

- ___ ARC recommends the Board of Directors approve this request as presented on the Request Form.
- ___ ARC recommends the Board of Directors approve this request with modifications (add comments).
- ___ ARC cannot recommend Board approval because additional information is needed (add comments).
- ___ ARC does not recommend the Board of Directors approve this request (add comments).

Comments:

_____/_____/_____
Signature of ARC Chairperson *Date*

FOR RIRC BOARD OF DIRECTORS USE ONLY:

- ___ Board of Directors approve this request as presented on the Request Form.
- ___ Board of Directors approve this request with modifications (add comments).
- ___ Board of Directors cannot approve because additional information is needed (add comments).
- ___ Board of Directors does not approve this request (add comments).

Comments:

_____/_____/_____
Signature of RIRC Board of Directors *Date*