

## ROLLING VALLEY OFFICE PARK

### SIGN PACKAGE GUIDELINES

The following guidelines become effective as of April 15, 1992. The guidelines are to be used in conjunction with the condominium bylaws, including Exhibit C of the condominium bylaws. In those cases where there is a difference between the bylaws and the guidelines of this document, this document supersedes the bylaws.

A unit owner who wishes to put any sign up must submit four copies of the sign proposal to the President of the Board of Directors or to the Chairman of the Architectural Review Committee. The President of the Board of Directors or the Chairman of the Architectural Committee will provide the unit owner with a dated receipt on the day the sign proposal is received. The Board of Directors has sixty (60) days to give its response. If the Board of Directors approves the sign, two copies of the sign proposal will be signed by either the President of the Board of Directors or the Chairman of the Architectural Review Committee, and returned to the unit owner. If the sign is not approved, the unit owner will be notified in writing as to why the sign does not conform to standards.

Sign proposals will not be considered or approved for any unit owners who are in arrears on their condominium association dues.

If the sign proposal meets all of the sign criteria listed in this document, and if the Board of Directors does not respond to the sign proposal within 45 days, the unit owner must give the President of the Board of Directors written notice that he or she has not received a response yet. If within another 15 days the Board of Directors has not given a written response as to whether the sign has been approved or not, the unit owner may put the sign up.

If an owner subsequently wishes to change a sign as to either

placement, size, color or content; he or she must have the sign approved in the same manner as any new sign needs to be approved. If a unit owner removes a sign, and then wishes to put it up again, the unit owner must have a signed approval, the same as if he or she were putting up a new sign.

Sign regulations are detailed. All unit owners who wish to put up signs should first read Exhibit C of the bylaws and then note any additional information and modifications of those bylaws as described in this document. It is strongly recommended that all unit owners meet with the Architectural Committee Chairperson prior to having a sign company make drawings as some companies will charge additional fees for re-drawing of signs. It is solely the unit owner's responsibility to pay for any charges incurred in changing signs, or sign proposals, which do not conform to the sign package, unless a variance has been granted by the Rolling Valley Office Park Board of Directors.

No signs of any type on either doors, windows, facades, roofs or grounds may be put up without the approval of the Board of Directors. The Board of Directors reserves the right to pursue action to collect all legal and operating costs involved in removing any sign which does not have the approval of the Board of Directors.

#### SIGN CRITERIA FOR LARGE BACKLIT SIGNS FOR TYPE TWO UNITS

##### Sign Placement

All signs must be placed in such a way that they do not block address numbers, concrete architectural decorative circles, semicircles, or diamonds.

##### 1) Interior Units:

--A unit owner who owns both upper and lower levels may put one 3 foot high by 10 foot wide sign in the recessed area of the facade between

the windows, or, two separated signs each measuring 2 feet high by 7.5 feet wide on the jutting forward portion of the facade.

--A unit owner who owns four units that share one archway may put up one sign measuring 2.5 feet high by 13 feet wide to be centered over the archway. If the owner wishes to have more than one sign then he or she should treat the units similarly to the rules applied to owners of individual units.

--An owner who owns one level of a type two unit must follow the sign placement of the owner in that unit who has already put an approved sign up. For example, if the first owner has already put a sign in the recessed area, then the second owner must follow suit with a sign in the recessed area. The size of these signs is 1.5 feet high by 10 feet wide. These signs should each have individual sign boxes. The business on the upper level is to use the upper half of the space between the windows, the owner of the lower level is to use the lower half of the space between the windows.

If the owner of one level has already put a sign on the facade that juts forward, then the owner of the other level must put the sign on the forward portion of the facade. One sign is to be between the lower and upper level and the other sign is to be above the upper level windows. These signs are to be 2 feet high by 7.5 feet wide except where they must be reduced slightly due to architectural details on the buildings.

## 2) End units:

--If there is one owner, that owner may put one 3 feet high by 10 foot wide sign to be located between the windows either on the side of the building or between the windows in the recessed portion of the building facade. The owner of the end unit may instead choose to split the signage and put one sign on the front of the building on the jutting forward portion of the facade, and the other sign on the side of the

building, between the windows. The size of each of these signs is 2 feet high by 7.5 feet wide.

--If there are two owners they may do one of the following: each may put a 1.5 foot high by 10 foot wide sign in the recessed portion of the building; or each may put a 1.5 x 10 foot sign on the side of the building between the windows; or, they may each put signs on the jutting forward building facade with the upper level owner putting a sign above the second floor windows, the lower level owner putting a sign between the first and second floor windows.

The information in this sign placement section applies similarly to unit owners who may own two levels but lease them to two different businesses.

#### SIGN SIZE SHAPE COLOR, BOX DESIGN

All signs must be rectangular in appearance. Size allowance is the same as in the condominium bylaws-Exhibit C. Size allowance may need to be reduced if there are architectural details such as concrete or glass circles, semi-circles or diamonds in the way. No sign may obscure an address. Each owner of a unit that has two different owners for each level must have a separate box for their signs. Sign box construction, material and mounting are described in Exhibit C. Sign boxes shall be anchored by lead shields large enough to secure box to the exterior facade for the duration and shall be anchored in the mortar and not in the brick.

COLOR - To achieve uniformity of color all signs shall be made of 3M Scotchcal Film #3630-167 Bright Blue and #7328 White Plexiglas. Signs may not be spray painted. The blue should be used as the predominant background color. Neon signs, flickering signs, flashing

signs, signs with transient or removable letters are not permitted.

#### BRASS SIGNS FOR TYPE TWO UNITS

Type two units are permitted a small brass sign in addition to the larger backlit sign. These small signs should not exceed two square feet in area (i.e. NOT two feet square). For example: 2 ft. wide x 1 ft. high is within guidelines; 2 ft. wide x 2 ft. high is not within guidelines.

The sign must be rectangular with the horizontal dimension being greater than the vertical. The horizontal measurement must not be greater than 24 inches wide. An owner may subdivide the sign into two sections provided the total sign area is within the sign allowance limits.

Type two units with two owners shall each have a one square foot sign allowance. The sign should be rectangular in appearance with the maximum horizontal measurement to be 24 inches. The horizontal measurement must be greater than the vertical measurement. The owner of the upper unit should place the sign above the owner of the lower unit sign. If one owner already has a sign up and the second owner wants to put a sign up at a later date, the second owner needs to match the size and shape dimensions of the first sign, as long as the first sign has proper Board of Directors approval. The Board of Directors has the right to ask a single level unit owner to move their sign to maintain symmetry.

These signs are to be satin brass finish with black enamel lettering. The wood should not visibly extend beyond the borders of the brass sign. The signs are to be placed on the brickwork next to the door and not on the door itself. Anchoring of signs should be in the mortar and not in the brick.

All signs must have Board of Directors approval.

### SIGNS FOR TYPE I (PLAZA) UNITS

Type one units shall use signs of satin brass finish with black enamel lettering, mounted on wood. The wood should not visibly extend beyond the brass. The location of these brass signs should be on the brickwork next to the doorway. Anchoring of signs should be in the mortar and not on the brick. These signs should be 24 inches horizontal by 12 inches vertical. Owners of two adjacent units are permitted a sign 32 inches horizontal by 18 inches vertical and this larger sign may be centered in the archway between the two adjacent units. If the owner of two adjacent units wishes to have two separate signs, there should be six inches of space separating the two 24 inches horizontal by 12 inches vertical signs. All signs must be rectangular in appearance with the horizontal measurement being greater than the vertical.

The Board of Directors reserves the right to have owners place or move their signs to maintain symmetry in the archway when one owner has a sign and an adjacent unit is putting up a new sign.

If a type one unit owner wishes to put a sign on their door, that unit owner is responsible for removing the sign when the condominium association contracts to have the doors painted. If the unit owner does not do this, he or she shall be charged the removal costs incurred by the association for sign removal and the association is not responsible for any sign damage which may occur during removal. The unit owner would also be responsible for re-mounting the sign once the paint is dry. If the unit owner does put a sign on the door, the sign must be satin brass finish with black enamel lettering, mounted on wood. Sign dimensions for plaza unit door signs are 18 inches wide by

6 inches high.

### TYPE THREE UNIT SIGNS

These unit owners are permitted the same signs as owners of plaza type one unit owners. Note that this is a change from the original sign package in the condominium bylaws Exhibit C. It is strongly advised that all unit owners discuss their proposal for signs with the Architectural Review Committee prior to submitting their sign proposals.

### DOORS, WINDOWS, MAILBOXES, MAILSLOTS.

Type two unit owners should not have any signs or stickers on their doorways. Type one and type three unit owners should not have any signs on their doorways also unless they are willing to incur the responsibility of removing these signs when the doors need to be painted, as described in the prior section of this document.

Owners wishing to post Security stickers should place them on one window per level, on the lower portion of the window. Security stickers should be no larger than 24 square inches in size.

No signs or logos are permitted on or in windows or window treatments except for: for rent or for sale signs (one per level) and security stickers as described in the above paragraph.

### FREE STANDING SIGNS, BANNERS.

Free standing signs or temporary signs attached to cars, vans or trucks are not permitted with the exception of for rent or for sale signs. If one cannot legally drive with the temporary sign in view,

then one shall not park that vehicle in the parking lot of the condominium with the temporary sign in view. One standard size free standing real estate sign is permitted per unit when it is for sale or rent.

No banners of any type are permitted at any time.

#### ADDITIONAL INFORMATION

Architectural codes for condominiums are very specific. Please read all the pertinent documents carefully, and discuss any proposals for architectural changes or signs with the Architectural Committee Chairperson prior to making any financial commitments.

It is solely the unit owner's responsibility to pay for any charges incurred in sign changes which do not conform to the sign documents. The Board of Directors may, at its discretion, grant sign variances to individual unit owners.

Owners of signs in disrepair will receive a letter describing the problem from the Board of Directors. Owners shall complete repair of such signs within 60 days of such a letter. The repaired sign must look identical to the originally approved sign. If the unit owner is making a change to the repaired sign then the unit owner must submit the repaired sign for approval just the same as if it were a new sign.

The Rolling Valley Office Park Board of Directors has the right to remove a sign which the owner has not properly repaired within 60 days of received said letter. The condominium association reserves the right to pursue action to collect all legal and operating costs involved in removing any sign which it considers in disrepair and which the unit owner is not willing to repair to the Board of Directors satisfaction within the 60 day period as noted.

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