Any exterior alteration, additions, or improvements (attached to or near the building) within the condo community requires the express written approval of the Board (through the Architectural or Landscaping committee). **Requests for changes should be sent to the management company.** Maryland Heights and St. Louis County permits must be obtained where required and the approval copy must be submitted to the property management office. **It is the owner’s responsibility to obtain permission where noted, prior to beginning any work.**

**The master insurance policy has a $25,000 deductible per incident (owner responsibility)**

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| **ITEM** | **RESPONSIBILITY** | | **ADDITIONAL COMMENTS** | |
|  | **OWNER** | **HOA** |  |  |
| **DOOR & WINDOWS** | | |  | |
| Windows -All windows on the front or side require white grids (if facing the back-grids are optional). Replacement must be the same size as the existing windows. | x |  |  | Architectural Committee approves aesthetics, MH requires permit. |
| Sidelight glass next to entry doors can be clear or decorative. | x |  |  | Architectural Committee approves aesthetics, MH requires permit. HOA will paint new side light panels to match trim - submit work order |
| Skylights | x |  |  | Repairs/replacements are the owner’s responsibility. Requests for changes/additions through Architectural Committee. MH requires permit |
| Entry Doors must be exterior doors but may have a single round, oval or rectangular non-colored glass insert in the upper part of the door. | x |  |  | Architectural Committee approves aesthetics, MH requires permit. HOA will paint new doors (submit work order). Limited color choices. |
| Doors from Deck or Patio (including screens) can be sliding or French style of the same size as the original. Doors with built in blinds are allowed. Grids are not required. | x |  |  | Architectural Committee approves aesthetics, MH requires permit |
| Doors from the unit to the garage must be rated as exterior doors. | x |  |  | MH requires permit (except for screens and storm doors). |
| Exterior Doors from Garage (including screens or storm doors) | x |  |  | Architectural Committee approves aesthetics, MH requires permit. HOA will paint new doors (submit work order). Limited color choices. |
| Exterior Door Hardware | x |  |  |  |
| **ENTRY PORCH & WALKWAY** | | |  | |
| Unit walkway |  | x |  | HOA salts for ice and removes snow (3+”) on walkway and path across porch; HOA determines resurfacing/replacements on annual review, but a work order can be submitted. |
| Porch columns |  | x |  | Painted when trim is painted. Submit a work order for repairs. |
| Entry Porch Structure Maintenance |  | x |  | HOA determines resurfacing/replacements on annual review, but a work order can be submitted. |

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| **ITEM** | **RESPONSIBILITY** | | **ADDITIONAL COMMENTS** | |
|  | **OWNER** | **HOA** |  |  |
| Exterior Handrail | x | x |  | Changes/additions require Architectural Committee approval. Owner is responsible. HOA is responsible if railing is required by MH. |
| Entry porch lights | x |  |  |  |
| Faux balconies |  | x |  | Changes/additions require Architectural Committee approval. Must meet MH code requirements. |
| Outdoor furniture | x |  |  | Must be in good condition |
| **BACK DECKS** | | |  | |
| Structural - posts, supports, flashing, railing, steps and any attachments | x |  |  | Decks are owned by the condo owner, not the association. All components must be kept in good repair. In the event of owner negligence, the HOA can order removal or make repairs to any unsafe deck at the expense of the owner.  Painting of wooden supports, posts and railings is done when the building is being painted. Submit a work order for painting new rails, posts and fascia after the wood has cured. Architectural Committee approves aesthetic and size changes. Decks may be expanded up to 15’ depth and the width of the unit (depending on topography). Black anodized aluminum may be used for railings. Steps may be added or removed. MH requires a permit for all structural changes. |
| Deck Surface maintenance (including staining and sealing) and replacements. | x |  |  | Architectural Committee approves material and aesthetics planks that are being totally replaced. Composites may be used. Individual decking plank repairs do not require MH permit or approval. |
| Awnings (additional/removals) | x |  |  | Architectural Committee approves aesthetics, MH requires a permit. See Awning Rules and Regulations. |
| Deck lighting | x |  |  | Must not intrude into other owner’s units. |
| Outdoor furniture | x |  |  | Must be in good condition |
| **PATIO/COURTYARD** | | |  | |
| Surface material (usually cement, brick, pavers or grass) | x |  |  | Architectural/Landscaping committee approves aesthetics for changes. Patio area can be expanded up to the width of the unit and the depth of the deck. |
| Landscaping | x |  |  | Architectural/Landscaping committee approves aesthetics for changes. |
| Lighting-courtyard | x |  |  |  |
| Patio Privacy Walls |  | x | Submit work order for repairs. Replacements will be vertical planks. | |
| Privacy Wall additions/removals-ground level | x |  | Architectural Committee must approve. Submit work order for painting new panels. | |
| **ITEM** | **RESPONSIBILITY** | | **ADDITIONAL COMMENTS** | |
|  | **OWNER** | **HOA** |  |  |
| Outdoor Furniture | x |  |  | Must be in good condition |
| **GARAGE** | | | | |
| Overhead door-must match existing aesthetics-no windows unless building currently has windowed doors. | x |  | Architectural Committee approves aesthetics Existing-HOA paints when building is painted.  New door painting - submit work order | |
| Garage door opener | x |  |  | |
| Garage floor repairs/replacements | x |  |  | |
| **DRIVEWAY** | | | | |
| Surface |  | x | HOA determines resurfacing/replacement during annual review | |
| Changes/Additions |  | x | Special situations must be approved by the board | |
| **FIREPLACE/CHIMNEY** | | | | |
| Chimney Exterior – Chimney chase and cap |  | x | Submit work order. Siding repairs may wait for annual repairs. Brick repair do not wait. | |
| Chimney Interior (flue, box, inserts, clean outs, etc.) | x |  | MH permit is required for adding a gas insert. | |
| Fireplace-Wood burning |  |  | **NOT ALLOWED TO USE** due to insurance restrictions | |
| **ROOFS, GUTTERS, UNDERGROUND DRAINAGE** | | | | |
| Roofs |  | x | Submit a work order if leaking, missing shingles or shingles or found on the ground. | |
| Interior Roof Leaks |  | x | The HOA is responsible for interior damage from roof leaks. Submit work order after roof is repaired. | |
| Gutters, Gutter covers, Drainpipes, Splash Guards, Underground Drainage from Gutters |  | x | Gutters are cleaned bi-annually. If additional cleaning is needed at other times of the year, submit a work order | |
| **OTHER STRUCTURAL** |  |  |  | |
| Foundation (Interior & Exterior) |  | x | HOA will repair the crack. Owner is responsible for making it accessible. Owner is responsible for any interior damage. | |
| Sewer Lateral | x | x | Owner is responsible inside the unit. HOA is responsible from the unit to MSD line. Submit emergency work order for blockages. | |
| **INTERIOR** |  |  |  | |
| All interior cosmetic changes | x |  | Work cannot begin until 8 am, and must stop at  10 pm. | |
| Structural Changes | x |  | Requires MH permit | |
| Plumbing/electrical changes | x |  | Requires MH permit | |
| Interior Electrical Boxes | x |  | Requires County permit | |
| **ITEM** | **RESPONSIBILITY** | | **ADDITIONAL COMMENTS** | |
|  | **OWNER** | **HOA** |  |  |
| Intercom System | x |  |  | |
| Water shutoffs within the unit | x |  | Owner is responsible for removing, replacing, or repairing any interior damage. | |
| Animal removal from attic spaces |  | x | Submit a work order. If the owner doesn’t submit a work order in a timely manner, and extensive exterior damage is done, the owner will be charged for repairs. | |
| Animal damage in attic spaces | x |  | The owner is responsible for interior damage repairs up to HOA insurance deductible. If a submitted work order is not addressed in a timely manner, the HOA is responsible for interior attic repairs. | |
| Interior insects/mice | x |  |  | |
| **LANDSCAPING** | | | | |
| All Common Ground Areas 10’ beyond the unit (see Landscaping- owner) |  | x | Owners cannot make changes/additions. | |
| Bushes - Association |  | x | Bushes planted by the builder/HOA are replaced on an as needed basis. The HOA does not remove healthy bushes. | |
| Bushes - Owner | x |  | Additions require Landscaping Committee approval. Once landscaping has been taken over by an owner, all future owners are responsible for those areas. | |
| Bushes (HOA or Owner) Trimming | x | x | Bushes are trimmed twice a year. Owners can request to be on the NO TRIM List if they prefer to arrange for their own trimming. | |
| Exterior Drainage problems |  | x | Submit work request | |
| Mulching (Owner or Association beds) | x | x | Mulching is provided by the HOA in even years, depending on the budget. Mulching should not be closer than 4” to the siding. | |
| Tree Trimming & Replacement |  | x | Trees whose branches create a unit/deck hazard are trimmed once a year. Broken branches can be trimmed by submitting work order. | |
| Unit Landscaping - HOA/Builder planted |  | x | Association landscaping will be trimmed/replaced by the HOA. Requests may be made for changes/additions through Landscaping Committee. | |
| Unit Landscaping – owner responsibility if changed by prior or current owner  Landscaping within 10’ of unit-front, back, sides, courtyards. | x |  | No detached gardening areas are allowed. Owners may take over the landscaping of their units. **This requires Landscaping Committee approval.** Once an owner takes over their own landscaping, the HOA provides no maintenance except for bush trimming listed above. All future owners of that unit are responsible for the landscape maintenance. This should be disclosed by sellers. Landscaping must be neatly maintained. In the event of owner negligence, the HOA can order removal at the owner’s expense. | |

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| **ITEM** | **RESPONSIBILITY** | | **ADDITIONAL COMMENTS** | |
|  | **OWNER** | **HOA** |  |  |
| Landscaping borders (brick, stone, metal, plastic), Tree rings | x |  | All landscaping borders must be well-maintained. Tree rings may not be added. | |
| Yardwaste debris | x |  | MH picks up owner generated yard waste on Mondays. All yard waste should be placed in a marked container, or paper bag and placed at the curb. Branches (no longer than 4 feet) must be bundled and easy to lift. The Association handles removal of other yard waste debris | |
| **OTHER** | | | | |
| Attic Fans | x |  | Installation of attic fans requiring openings to be made into the roof, are not allowed. | |
| Additional address numbers |  | x | Architectural Committee approves aesthetics of numbers. Must be near the building. | |
| Bird/Squirrel feeders |  |  | Only hummingbird feeders are allowed. No other feeders are allowed-due to pest attraction | |
| Internet and TV Cables | x |  |  | Owners are responsible for communicating with cable/internet companies to ensure that cables are buried, and that holes made through the foundation or siding are properly executed and sealed. |
| Iron Gates/Decorative Brick walls (original to the building |  | x |  | Tuckpointing is reviewed for annual work. If a brick wall is pulling from the building, HOA may remove and not replace it. No new brickwork or gates allowed without Architectural Committee approval. |
| Dryer/Fan/Microwave/Oven Vents. Recommend routine cleaning of ducts | x |  | Clean out is owner’s responsibility.HOA will replace/repair screens on vents with a work order | |
| Building Water Shutoffs and water supply to each unit |  | x | Please submit a workorder if you see flooding at the main building shutoff. Owners needing their main unit shutoff for repairs, can have a plumber shutoff their building water supply after notifying all other unit owners. Owner responsible for any damages. | |
| Electric-all exterior electric | x |  |  | MH requires permit |
| Exterior gas meters, unit specific connections | x |  | Owner works with Spire. | |
| Exterior electric meters, unit specific connections | x |  | Owner works with Ameren UE. HOA is responsible at the main building connection. | |
| Exterior Security Camera attached to siding or brick. | x |  | Requires work request for any building attachments. | |
| Exterior water spigots (exterior portion) | x | x | Spigots for use of only one unit are the owner’s responsibility. Shared faucets are the responsibility of the HOA. | |
| Exterior water spigots (Interior piping) | x | x | During the winter months, owner is responsible for disconnecting hoses and ensuring exterior water spigots are turned off inside. HOA is only responsible for repairing interior piping to exterior spigots if this is a shared spigot. Owner is always responsible for interior wall/ceiling/flooring repairs from burst pipes. | |
| Fire Pit |  |  | **NOT ALLOWED** | |
| **ITEM** | **RESPONSIBILITY** | | **ADDITIONAL COMMENTS** | |
|  | **OWNER** | **HOA** |  |  |
| Furnace, humidifier & air conditioners | x |  | Maryland Heights requires a permit for replacement. Exterior pads are owner’s responsibility. | |
| Grills | *x* |  | Grills (with any type of flame) cannot be stored on patios, decks or porches. They can only be used 10’ or more from any structure. | |
| Hot Tubs |  |  | **NOT ALLOWED** | |
| Lattice and Trellis underneath decks | x |  | **NOT ALLOWED** | |
| Mailbox |  | x | Submit a work order request for damaged or loose boxes, missing numbers or leaning posts. | |
| Pest Control-Interior | x |  | Owners are responsible for obtaining their own interior pest control services if desired. | |
| Radon Testing, Mediation and Equipment | x |  | Management Company must be notified for placement. | |
| Removing insect/bird nests from porches, exterior building |  | x | Submit a work order request | |
| Removing pest wildlife from common ground, beneath porches/decks |  | x | Submit a work order request | |
| Satellite Dish | x |  | Requires management company approval in writing. See Satellite Dish rules | |
| Screening exterior attic ventilation holes |  | x | Submit a work order request | |
| Siding and Trim |  | x | Damages caused by homeowner, or damages due to lack of flashing, will be charged back to homeowner | |
| Signs on the common ground-real estate, auction, garage signs | x |  | Must be within 15’ of the front of the unit. Temporary directional signs are allowed at street corners. | |
| Signs on the common ground-political or vendor signs |  |  | **NOT ALLOWED**, the exception is MH Beautification signs, and security notification signs located within 2’ of the building. | |
| Sump pump repairs or additions  (Recommended when finishing Lower level). | x |  | HOA will repair exterior sump pump drain extensions with a submitted work order | |
| Termite Contracts (Exterior) |  | x | About ½ of the buildings are under a termite contract. Contracts are taken out if there have been termites discovered as preventative measure (a large railroad tie wall to be taken out). The bait traps are green. It is the company’s responsibility if termite damage occurs after a contract is in place. | |
| Termite (Interior) | x | x | The HOA is responsible only if there is a termite contract. Otherwise, the owner is responsible for repairing their damage up to the $25,000 insurance deductible | |
| Underground Pet Fences |  |  | **NOT ALLOWED** | |
| U.S. Flag Pole | x |  | Requires Board approval whether attached to building or free-standing. Flags must be kept in good condition. | |

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| **ITEM** | **RESPONSIBILITY** | | **ADDITIONAL COMMENTS** | |
|  | **OWNER** | **HOA** |  |  |
| Vent Piping (interior) for fans, ovens, microwaves, etc. | x |  | Owners are responsible for all interior piping and connections. HOA is only responsible for vents where they exit through the roof. | |
| Water Heater | x |  | Maryland Heights requires a permit for replacement. Code requires expansion tank for new water heaters. | |
| Water features- Permanent (i.e. small ponds or fountains) |  |  | **NOT ALLOWED** | |
| Yard decorations (planters, benches, artwork, seasonal flags, birdbaths, pot hangers/holders, flowerpots) | x |  | Free standing decorations must be placed between the walkway and the building, or in mulched areas within 10’ of the unit. They may NOT be placed on common area grass. All decorations must be well-maintained. | |

REMINDER: If something in your unit is damaged by another unit, we encourage you to talk with your neighbor immediately. The unit causing the damage is the responsible party and it is their H06 insurance that will be responsible (once the deductible has been paid by the owner). Once the Association’s deductible has been met, the Association insurance will be responsible with the exception of lower levels – which are considered an improvement. It is important that the insurance companies and neighbors work together.