

NEWBERRY STATION

Architectural and Environmental Regulations

AUGUST 2022

C. ROOFS

1. Appearance Standards

a. Condition. Roofs must be sound and free of warping. Shingles must be free of cupping and other deterioration.

b. Rain gutters and downspouts. Rain gutters and downspouts must be firmly affixed, functional (not clogged, no holes or leaks), and free of stains, mildew and vine growths.

2. Preapproved Improvements

a. Replacement roofing. Any lot owner may replace the roof of a dwelling as required, provided standard practices are employed and the shingles are of a color reasonably close to the color of the original shingles.

b. Attic fans. Any lot owner may install an attic fan without prior permission' provided that the fan is mounted on the rear of the house, does not extend above the peak of the roof, and is no higher than 12 inches above the roof's surface.

3. Common Improvements

a. Solar Panels. The AECC generally approves applications for solar panels if the lot owner installs panels on the roof only and the installation is done by a professional installer — no Do It Yourself (DIY).

4. Special Improvements

a. Skylights. All skylights are Special Improvements and therefore must be approved by the AECC prior to the start of work. In considering applications for skylights, the AECC generally favors:

- (1) Skylights installed on the rear roof section (not on the front roof section of the house).
- (2) Velux flat-style skylights.
- (3) Skylights not larger than 24 inches by 60 inches.
- (4) Skylights not closer than 2 feet to the peak, eave or sides of the roof surface.
- (5) Replacement shingles that match those already in place.
- (6) Skylights that fit between roof trusses (considering the potential damage to structural integrity if trusses are cut or modified).

5. Prohibitions

See **GENERAL PROHIBITIONS**.

F. APPLYING FOR IMPROVEMENTS

Process

1. The owner must submit an Application for Architectural/ Environmental Improvement by (a) via email to the Management Agent or (b) via certified return receipt mail to the Management Agent. See Appendix I for a blank form. No other means of submittal is acceptable.
2. The AECC will mark the application with the date of receipt. The AECC must act on the application within sixty (60) calendar days of receipt of the application. Otherwise, approval is automatic and the application will be deemed to be in full compliance with the Declaration.
3. The AECC Chairman will determine whether the owner is in violation of these regulations. If there is an outstanding violation, the AECC Chairman may reject the application without further consideration.
4. The Chairman of the AECC will determine a date and time for the evaluation, and notify each AECC member accordingly. A quorum of the AECC must participate in the evaluation process. If an application involving an immediate neighbor of an AECC member is being evaluated, that member may participate in the evaluation but will not be entitled to a deciding vote (to eliminate any conflict of interest).
5. The AECC Chairman will provide written notification to the owner of actions taken by the AECC, which may include one of the following.
 - (a) APPROVAL. If approved, the AECC will deposit the application (including all plans and specifications), among its records and provide the owner with a copy of the application indicating approval. Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the AECC to disapprove such plans and specifications, or any elements or features of those plans and specifications, in reviewing other applications from Association members.
 - (b) DISAPPROVAL: The applicant may appeal the decision to the Board of Directors, as provided in the Declaration, Article VII, § 6.
6. The owner must commence work within six months following the date upon which the same are approved by the AECC. The work must be substantially completed within twelve months following the date of commencement, or within such other period as the Committee shall specify in its approval. If work does not begin within that period, then (i) approval of the plans and specifications by the Committee shall be conclusively deemed to have lapsed and (ii) the owner will have to submit a new application and obtain AECC approval prior to any work being done.
7. If, during construction, the owner wishes to deviate from the approved plans and specifications, the owner must first obtain prior consent in writing from the AECC.