

**THE AMBERLEA AT SOUTH RIDING CONDOMINIUM
UNIT OWNERS ASSOCIATION
AMENDED and RESTATED
POLICY RESOLUTION NO. 2025-01
Replaces Policy Resolution 2024-03
Unit Owner Maintenance Standards and Modifications**

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RECITALS

WHEREAS, Section 55.1-1915 of the Virginia Condominium Act, Code of Virginia (“Act”) and Article 9, Section 9.1 of the Bylaws (“Bylaws”) of The Amberlea at South Riding Condominium Unit Owners Association (“Association”) charges all owners and all those entitled to occupy a Unit with compliance with the Declaration for The Amberlea at South Riding Condominium (“Declaration”) and the Bylaws of the Association, a well as any duly promulgated rules and regulations; and

WHEREAS, Article 4, Section 4.4(b) of the Declaration and Article 3, Section 3.1(f) of the Bylaws grants authority to the Board of Directors (“Board”) to adopt and amend any rules and regulations restriction and regulating the use and enjoyment of the property or any portion thereof and the actions of the owners and occupants affecting the property as long as the rules and regulations are not inconsistent with the provisions of the Act or the Declaration, Bylaws and Board adopted rules and regulations (“Governing Documents”); and

WHEREAS, Article 5, Section 5.8(b) of the Bylaws provides that the dwellings shall be occupied and used in compliance with the rules and regulations adopted by the Board; and

WHEREAS, Article 5, Section 5.5 of the Bylaws delineates the responsibilities of the Association and the individual unit owners for maintenance, repair and replacement of the common and limited common elements; and

WHEREAS, Article 5, Section 5.7 of the Bylaws restricts the Unit Owners from making any additions, alterations or improvements in or to the unit without prior written consent from the Board of Directors; and

WHEREAS, Article 5, Section 5.8(a)(4) of the Bylaws restricts the storage of anything upon or the obstruction of the common elements by the Unit Owner or resident without prior approval of the Board; and

WHEREAS, Article 3, Section 3.13(a) of the Bylaws requires the Board to establish a Covenants Committee (“Committee”) whose purpose is to (1) provide for visual harmony and soundness of repair; (2) avoid activities deleterious to the aesthetic or property values of the Condominium; further the comfort of Unit Owners, their guests, and tenants; and (4) promote the general welfare and safety of the Condominium; and

WHEREAS, Article 3, Section 3.13(b) of the Bylaws empowers the Committee to enforce the Act, the Governing Documents, and the rules and regulations or resolutions of the Board; and

WHEREAS, Article 9, Sections 9.1(a)-(h) of the Bylaws authorize the Association to undertake specific actions to abate violations of the Governing Documents, assess violation charges, take legal action, and notes the conditions under which an owner has additional liability to the Association or another owner; and

WHEREAS, Article 5, Section 5.1 (c)(1) of the Bylaws states that Limited Common Expenses can be assessed against each unit owner benefited in proportion to the relative Common Element Interest of such units inter se, or in accordance with use of the services, as appropriate; and

WHEREAS, Article 4, Section 4.4(d) of the Declaration grants the Board the right to suspend the right to use Common Facilities for the failure to comply with the rules and regulations established by the Board; and

WHEREAS, tenants, guests, and non-member residents are required to comply with the terms of this Policy just as are Unit Owners, and Unit Owners are ultimately responsible for ensuring all and tenants, guests and non-member residents adhere to the guidelines set forth herein; and

WHEREAS, for the benefit and protection of the Association's Unit Owners and residents, the Board deems it desirable to formally adopt a policy resolution to ensure that all Unit Owners maintain the exterior of their units in a neat and orderly condition, consistent with community standards and aesthetic.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board establishes the following policy with regards to the exterior of units, which shall supersede any prior policy regarding the exterior of unit.

GENERAL PURPOSE

I. Objectives

- a. These maintenance and modification standards ("Standards") are established to provide guidance to Unit Owners with respect to the required aesthetic appearance and environmental quality throughout the Amberlea at South Riding community. Any Unit and its appurtenances not kept in accordance with these Standards is subject to enforcement action. These Standards:
 - i. Are applicable when Unit Owners are considering and requesting, through the application process detailed herein, to make any structural addition, alteration, or improvement in or to the Unit or alteration to any Common Element or the exterior of the Unit;

alteration, or improvement in or to the Unit or alteration to any Common Element or the exterior of the Unit;

- ii. Define and illustrate the standards used by the Board, the Covenants Committee, the Management agent (“Management”), and Unit Owners in evaluating additions, alterations and improvements, which will create aesthetic harmony in the community;
- iii. Are applicable when the Board/Covenants Committee evaluates applications for modifications; and
- iv. Define and illustrate the standards to which Unit Owners are expected to adhere when maintaining the Unit components and Common Elements herein described.

II. Authority

These Standards are promulgated and enforced subject to the above referenced authority and the Act, Governing Documents, and rules and regulations of the Association.

All Unit Owners and residents of the Association are bound by these Standards.

MODIFICATIONS

I. Application Process

- a. No Unit Owner shall make any modification, defined as a structural addition, alteration, or improvement in or to the Unit or alteration to any Common Element or the exterior of the Unit, without the prior written consent of the Board or the Committee, as appropriate. Such consent shall be obtained through the application process detailed herein.
- b. All modification requests must be made in writing using the Architectural Modification Request Form attached hereto (“Application”) submitted to Management for review by the Board or Covenants Committee, if applicable. Hereinafter, any reference to the terms Committee, shall also mean Board, if no Committee is established. A separate Application must be filed for each separate modification. All written Applications shall contain:
 - i. A complete description of the modification;
 - ii. A construction schedule for completion of the modification; and
 - iii. The signature of the applicant.
- c. Supplementing the Application

applicant to provide such information or material shall result in denial of the request.

ii. The Committee may make more than one such request.

d. Response to Application

i. The Committee shall render an answer to a completed Application, in writing, within forty-five (45) days after such request is received. Failure to do so constitutes consent to the proposed modification.

ii. When the Committee denies a modification request, its written response shall include its rationale for such decision.

iii. The Committee may transmit the written response via email message.

iv. A request for additional information or material constitutes an answer for the purpose of rendering an answer within forty-five days (45) of receipt of an Application. Failure to render a decision within forty-five (45) days after such requested information or material is provided by the applicant shall be deemed an acceptance of the Application.

e. Appeal of Adverse Decision

i. An applicant whose modification request is denied by the Committee may appeal the decision to the Board.

ii. Such appeal must be made in writing within ten (10) days after receipt of the Committee's answer.

iii. The Board need not hold a hearing and may sustain, modify, or reverse the Committee's decision.

iv. The Board's decision is final.

v. If the Board fails to render a decision within forty-five (45) days of receipt of the written appeal, the modification request shall be deemed granted as originally submitted to the Committee.

f. Permits

i. The applicant is responsible for securing all necessary governmental permits prior to submitting the Application.

ii. If any application for a governmental permit requires execution by the Association, the application shall be executed by an authorized Officer of

the Association without incurring any liability to the Unit Owner or any other person or entity on the part of the Board, Association, or such Officer.

- g. Completion of the Modification
 - i. The modification must be completed according to the design, specifications, or rendering proposed in the approved Application.
 - ii. Projects must be commenced within six months of the date approval is transmitted to the applicant and completed within one year of the date approval is transmitted to the applicant. Upon request by the applicant and a showing of good cause for the inability to complete the project within one year, such time limit may be extended by the Committee at its discretion.

II. Guidelines for Modifications

- a. The Committee and Board evaluate all submissions on the individual merits of the application; including consideration of the characteristics of the specific Unit and/or site, since what may be an acceptable design in one specific instance may not be in another.
- b. Design decisions made by the Board or Committee shall not be based on any individual's personal opinion or taste. Judgments of acceptable design are based on the following criteria that represent in more specific terms the general standards of the Governing Documents.
 - i. **Validity of Concept** – The basic design concept must be sound and appropriate to its surroundings.
 - ii. **Location and Impact on Neighbors** – The proposed alteration should relate favorably to the landscape, the existing structures, and the neighborhood. The primary concerns are maintaining appropriate support, access, view, sightlines, ventilation, and drainage.
 - iii. **Scale** – The three-dimensional size of the proposed alteration should relate well to adjacent structures and its surroundings.
 - iv. **Color** – Modifications should be harmonious with the existing color scheme of the Unit and its surroundings.
 - v. **Materials** – The materials used for the modification should be the same or compatible materials as were used in the component to be modified and the existing surroundings.

- vi. **Workmanship** – The quality of work must be equal to, or better than, that of the surrounding area and comply with all applicable County, State, and Federal codes and regulations. The Board reserves the right to require a modification to be fixed or redone at the Unit Owner’s expense if the modification is of poor workmanship.

III. Design Standards

- a. **Lawns and Landscaping** – No Unit Owner shall alter any landscaping element without a Board approved Application. This includes adding, removing, or trimming any landscaping element.

- i. **Shrubs and Plants**

- 1. No Unit Owner shall alter any landscaping element without pre-approval from the Board. This includes adding, removing, or trimming of any landscape element including shrubs and plants.
- 2. No vine-style plants (e.g. tomatoes, pumpkins, ivy, etc.), invasive plants (e.g. mint, clover, etc.), or plants that hang over the walking paths or driveways are permitted.
- 3. Vegetables, herbs, and aromatic plants are not permitted to be planted on any Unit’s common element “yard” by the Unit Owners, their family members, tenants, guests or other invitees. This includes planting vegetables in small containers and storing them on the front stoop/walkway of the unit.
- 4. Rose bushes planted by Unit Owners in common element “yards” are permitted, providing that the rose bushes are “thornless” and are well maintained by the Unit Owners.
- 5. All requested permanent landscaping replacements or alterations shall be harmonious in design, species, and aesthetic with that of the landscaping installed and maintained by the Association grounds contractor. Community standards consist of one to two rows of year round shrubs, one row of ornamental grass or perennial flowers that do not exceed two (2) feet in height. The following year round shrub layouts are permitted: 3 cherry laurel shrubs, 3 spirea “gold flame”; 2 cherry laurel shrubs, 4 nandina “gulf steam” or 4 box wood “winter gem”. Please refer to Exhibit for landscape examples.

Single or sporadically placed plants are not permitted.

6. All Board approved landscaping elements installed or altered by the Unit Owner shall be maintained by the Owner.
 7. Any shrubs or plants added without Board consent are subject to removal without warning. The cost of such removal shall be passed onto the Unit Owner.
- ii. Mulch
1. A Unit Owner may mulch the landscaped area in the yard serving his or her Unit without prior approval from the Committee or Board so long as the mulch is similar in color and appearance to that of the rest of the community.
- iii. Landscape Borders
1. The change of Unit landscaping or installation of any landscaping borders shall require prior approval from the Committee or Board.
 2. Landscape borders generally shall not exceed four (4) inches in height and shall be of neutral or earth tone color.
 3. All landscaping borders installed by the Unit Owner shall be maintained by the Owner.
- iv. Landscape Application Requirements
1. Applications shall include a photo of the landscaped area where the applicant wishes to place the landscape element or barrier – indicating where each item will be placed;
 2. A photo or picture of the proposed plant, shrub, flower, or landscape barrier; and
 3. A description of the proposed plant, shrub, bush, flower or barrier, including its color, size (at install and maturity) and material, if applicable.
- v. No other alterations to the yard or landscaping are permitted.
- vi. The significant pruning, trimming or shaping of any shrubs on any Unit's common element "yard" is not permitted by the Unit Owners, their family members, tenants, guests or other invitees unless such pruning, trimming or shaping is associated with landscaping or plantings installed by the Unit Owner with prior written consent by the Board.

b. Exterior Decorative Objects

- i. A Unit Owner may place up to (2) two exterior decorative objects upon the front or side lawn serving the Unit, provided that the objects must meet the following conditions: (a) does not exceed twelve (12) inches in height and eighteen (18) inches in length and width if placed at ground level; (b) must be located so as to not interfere with routine mowing, weeding, mulching, or grounds work performed by the Association contractor; (c) is in good condition and repair, (d) is located no more than five feet from the building; (d) is not affixed in a permanent manner, and is (e) generally harmonious to the overall aesthetics of the community.**
- ii. No other decorative objects are permitted. All other exterior items which are described in this Policy, are not considered “exterior decorative objects” such as signs and flags, and such shall be subject to the more particular rules set forth herein and not included in the tabulation of permitted exterior decorative objections.**

c. Seasonal Decorative Planters

- i. A Unit Owner may maintain up to two (2) planters on a surface other than a deck or balcony without obtaining approval from the Committee or Board. See Section (I)(g)(vi) of “Maintenance Standards and Pre-Approved Modifications” regarding plants on decks or balconies.**
- ii. Planters shall be placed on a concrete surface, such as the stoop or driveway, in a manner that shall not block ingress and egress from the Unit.**
- iii. Unit Owners and/or residents wishing to maintain more than two potted-type seasonal flowering planters elsewhere on the common elements adjacent to the residential unit must submit an Application to the Committee.**
 - 1. The Application must include:**
 - a. A photo of the proposed location of the additional planter(s);**
 - b. The number of seasonal flowering planters; and**
 - c. The dimensions and color of the proposed planter(s).**
 - 2. Seasonal flowering Planter contains will be judged based on, but not limited to, their size, the type of annual flower within the planter, color, location, and the number of existing planters.**

3. Placement of approved planters containing annual flower plants must:
 - a. Be harmonious with the aesthetics within the community.
 - b. Be annual flowering plants that cannot exceed 12” in height.
 - c. Not interfere with routine mowing, weeding, mulching or ground maintenance work performed by the Association contractor.
 - d. Be regularly maintained by the Owner to assure healthy growth during the seasonal life of the planter(s) contents.
 - e. Be removed by the Unit Owner/resident at the end of the life of the Annual flowering plants contained in the planter, and
 - f. Assure that the ground area where the planter(s) were placed is restored to the original condition prior to the place of the planter(s).
4. In the event an Owner or resident fails to adhere to the requirements pertaining to the seasonal decorative planters, the Owner will be responsible for reimbursing the Association for all costs associated with the removal of the seasonal planter(s) and the restoration of the grounds where such planter(s) were located.
5. No rock or other material bordered garden spaces are allowed to be placed by Unit Owners or residents on any common element yard areas that are not immediately adjacent to the Unit.

d. **Flags/Flagpoles**

- i. Flags and flagpoles are not permitted to be installed on, displayed upon, or affixed to the Common Elements, including Limited Common Element building, yards, patios, balconies or decks, except as provided herein.
- ii. Without the need to submit an application, unit owners may place one small yard flag pole mounted into the ground on common element front yard of the Unit immediately adjacent to their unit and no farther than five (5) feet from the building, provided that the pole is not permanently mounted, does not interfere with ground maintenance and does not exceed

32 inches in height. Yard flags displayed must be no larger than 2 x 2 ft and must be of outdoor quality weather-resistant material.

- iii. Flags displayed on an affixed mounted flagstaffs may not exceed fifteen square feet.
 - iv. All flags must be maintained in good condition.
 - v. Flags may not contain commercial or advertising content and may not be patently offensive, such as those containing sexual content or curse words.
 - vi. Mounted affixed flag staffs secured to the Condominium building must be approved by the Committee or Board in advance.
 - 1. The Application for affixed flagstaff must include:
 - a. A photograph of the location where the flagstaff is to be affixed;
 - b. A photo or picture and description of the proposed flag; staff and
 - c. Dimensions of the flagstaff.
 - 2. No mounted flagstaff shall exceed six (6) feet in length.
- e. House Numbers
- i. The installation, removal and maintenance of house numbers shall be the responsibility of the Association.
 - ii. Unit Owners must submit an Application if they wish to modify, add or remove house numbers. Numbers will be judged based on, but not limited to, their size, color, location and whether they are harmonious with the design aesthetic of the community. See Exhibit D for example of approvable design numbers.
 - iii. The Application must include:
 - 1. A photo or drawing and description depicting the color and material of the numbers; and
 - 2. A photo or description of the location on the Unit where the numbers will be placed.

- f. **Holiday and Seasonal Decorations and Lighting**
 - i. **Approval is not required for holiday and seasonal decorations and lighting.**
 - ii. **Holiday and seasonal decorations and lighting must be placed within the boundaries of the Unit and Common Element yard. Holiday decorations and lighting placed on any Common Element or Limited Common Element must be displayed subject to the following conditions:**
 - 1. **Holiday and seasonally decorations and lighting must be specific and appropriate to the holiday or season occurring at the time of display.**
 - 2. **Decorations and lighting may be displayed thirty (30) days in advance of the holiday and removed no later than fourteen (14) days after the holiday.**
 - 3. **Seasonal decorations are the customary, Winter, Fall, Spring and Summer periods and must be displayed during the appropriate seasonal periods.**

- g. **Exterior Lighting**
 - i. **The Association shall be responsible for the repair and replacement of exterior lighting components of the Units. Such Light components include the front door entry light, the deck/balcony wall mounted light overhead garage door light and/or the light fixture next to the single garage door units. In instances where repairs or replacement components of Units' light fixtures are necessitated by the Unit Owners, their family members, tenants, guests or other invitees' negligence, misuse, neglect or modification, the Association will repair and/or replace the exterior light fixture at the expense of the Unit Owner.**
 - ii. **Unit Owners must submit an Application if they wish to modify, replace, or add additional exterior lighting fixtures. The Application must include:**
 - 1. **A photo or picture depicting the fixture and its color;**
 - 2. **The location and method of installation; and**
 - 3. **A description of the fixture and its material.**
 - iii. **Exterior Standard Lighting Criteria**
 - 1. **Replacement exterior light fixtures as listed above will be:**

- a. Similar in style and design to the original fixtures, whenever possible and available.
 - b. Outdoor weather/waterproof construction and black in color after July 1, 2023. Refer to Exhibit E for samples of the approved exterior light fixtures.
 - 2. Exterior lighting fixtures cannot create a nuisance to surrounding neighbors.
 - 3. All bulbs must be “white” in color, such as incandescent, metal halide, mercury vapor, etc., and no other color shall be permitted.
- iv. Low-voltage solar powered decorative lighting and low voltage path lighting, installed within eighteen (18) inches above the ground, do not require prior approval from the Committee, unless it is hard wired or requires electrical power.
- v. All exterior lighting and light fixtures shall be maintained in functionally aesthetic, clean and sanitary condition.
- vi. Any Owner or Resident who replaces and installs an exterior light fixture without prior written approval of the Board of Directors and in accordance with the specifications outlined in the policy will be subject to violation charges and/or the cost to the Association to remove and replace any such unauthorized fixture.

h. Doors

- i. All exterior doors shall be maintained in functionally aesthetic, clean and sanitary condition.
- ii. **Front Doors**
 - 1. Any modification to the front door of a Unit requires approval from the Committee. An Application must contain:
 - a. A photo of the front of the Unit showing the door;
 - b. A photo or picture of the proposed replacement door; and
 - c. A description of the replacement door including its material and the proposed color.
 - 2. Front doors must remain consistent with the style and color installed by the Declarant.

3. Replacement or modification of the door hardware requires prior approval unless the replacement hardware is of a pre-approved style which is similar in design and color to that installed by the Declarant. (See Exhibit A) If the replacement hardware is of a pre-approved style and does not require prior approval, the Unit Owner must complete and submit an Application for record keeping purposes. All door hardware (lock, handle, and kickplate) must match in color and style.
4. Installation of a privacy eye (peephole) does not require prior approval so long as:
 - a. The size does not exceed one (1) inch in diameter;
 - b. Only one privacy eye is installed; and
 - c. The privacy eye is installed in the center of the door, fifty-seven (57) inches from the bottom of the door.
5. Electronic peephole cameras mounted to the door are not permitted.
6. Installation of additional locks requires prior approval. The additional locks shall be in the same style, design, and color of the existing door hardware.
7. Installation or replacement of kick plates does not require prior approval so long as:
 - a. The replacement is of the same size, style, and color as the original installed; and the kick plate must match the color of the existing or modified hardware color.
 - b. The kick plate is eight (8) inches by thirty-four (34) inches and of solid design.

iii. Storm/Screen Doors

1. A Unit Owner must obtain prior approval before installing a storm door, unless it is a pre-approved design (Exhibit B). The Application shall include:
 - a. A photo of the existing door over which the storm door will be installed;

- b. A photo or picture of the proposed storm door; and
 - c. A detailed description of the storm door including the size, color, and material.
 - 2. If the replacement storm/screen door is of a pre-approved style and does not require prior approval, the Unit Owner must complete and submit an Application to Management for record keeping purposes.
 - 3. Storm doors shall be of quality material and must be “full view” and without panels, etched glass, or other decorative features. They must be white in color with hardware that matches that of the existing door and be of a pre-approved style. Please refer to Exhibit B for pre-approved styles.
- iv. **Garage Doors and Other Exterior Doors**
 - 1. Modification to or replacement of such doors requires prior approval unless the replacement is an exact replacement of that which was installed by the Declarant. Where necessary, the Application shall include:
 - a. A photo of the existing door;
 - b. A photo or picture of the proposed replacement door; and
 - c. A detailed description of the replacement door including the size, color, and material.
 - 2. One garage door opener panel per Unit is permitted without prior approval as long as the opener:
 - a. Is installed to the left or right of the garage door on the side wood panel;
 - b. Is a neutral shade of white, grey or tan;
 - c. Does not exceed eighteen (18) square inches; and
 - d. Has a cover enclosing the buttons.
- i. **Doorbells and Door Knockers**
 - i. Doorbells and smart doorbells affixed to the exterior of the Unit may be modified or replaced without prior approval so long as the replacement

doorbell is one of the pre-approved models (See Exhibit C) and an Architectural Modification Request is submitted to the Board or management company to document the change to the exterior of the unit.

- ii. No unit may display more than one doorbell. Smart doorbells must replace the original doorbell and may not be mounted in addition to a standard doorbell.
- iii. All doorbells must be mounted to the wood trim surrounding the door and be mounted to the right of the door when facing the unit.
- iv. Camera doorbells must be removed prior to leasing or selling the unit. Wood trim must be restored to the original condition, painted and free of holes, at the sole expense of the Unit Owner.
- v. Doorbells, other than smart doorbells, shall match in color to that of the existing door hardware.
- vi. Unit Owners must obtain prior approval to install a door knocker.
 - 1. The door knocker must match the existing door hardware in color and material.
 - 2. The door knocker must be installed centered in rail and stile when no privacy eye is installed, or where a privacy eye is installed, must be centered on stile, with the bottom of the knocker at a height of fifty-nine (59) inches.

j. Windows and Screens

- i. All unit windows and screens shall be maintained in a functionally aesthetic, clean and sanitary condition.
- ii. Windows
 - 1. A unit owner must obtain prior approval before installing any new window replacement by submitting an application.
 - 2. The application shall include:
 - a. A photo of the window(s) and hardware and accompanying screen to be replaced.
 - b. A picture of and manufacturer specifications of the proposed replacement windows(s);

- c. A detailed description of the window(s) including the size, frame and window color, material, and window screen if included with the replacement window, and
- d. Any such replacement window shall have the same windowpane configuration consistent with the original window(s) being replaced.

iii. **Window Screens**

- 1. Window unit screens affixed to or otherwise incorporated and used as a part of the window unit shall be of quality, durable and weather resistant material, kept clean and in sanitary condition, and maintained in good order without holes, tears or other needed repairs.
- 2. All window screens must be removable.
- 3. The screen frames must be white in color and match the window unit frame. Screen material must match throughout the dwelling.
- 4. Unit owners and/or residents have the option of:
 - a. Affixing and removing screens on windows that open and close to allow for servicing and ventilation, and
 - b. Removing or not using window screens is at the discretion of the owner.
- 5. A replacement window screen on a pre-approved existing style window with screen does not require prior approval provided it meets the specifications stated herein.
- 6. Any screens that have been removed from windows must be replaced in good order upon sale of a unit.

k. **Decks/Balconies**

- i. Any alterations or modifications to a Unit deck or balcony require prior written approval. The Application shall include:
 - 1. A photo of the existing deck or balcony;
 - 2. Plans depicting the modification or replacement including dimensions and color; and

3. A detailed description of the replacement or modification including the materials from which it will be constructed.
- ii. Deck lighting is permitted as long as the lighting:
 1. Is not affixed to any portion of the railing, deck/balcony, or Unit;
 2. Is white in color;
 3. Has low luminescence so as not to disturb surrounding Units; and
 4. Is maintained in good working order and condition at all times.
 - iii. See Section (I)(g)(iv) of “Maintenance Standards and Pre-Approved Modifications” regarding plants on decks or balconies.
- I. Security Devices
- i. Installation of security devices, cameras, alarms, motion lights, etc. on the exterior of the Unit requires prior approval. The Application shall include:
 1. A photo of the location where the device will be installed and how it will be mounted;
 2. A photo or picture of the proposed device; and
 3. A detailed description of the device.
 - ii. Such devices may not impair the integrity of the building and must be uninstalled upon leasing or sale of the Unit or once they are no longer in service. All Common Elements and Limited Common Elements must be restored to original condition upon removal at the sole expense of the Unit Owner. Any damage caused by improper installation or installation in prohibited locations will be the responsibility of the Unit Owner.
 - iii. Security cameras on the front of a Unit must be mounted to the wood trim surrounding the front door. Installation on window surrounds or vinyl siding is not permitted.
 - iv. Security cameras in the rear of the Unit shall be mounted to the wood trim surrounding the garage door. Cameras mounted to balconies or vinyl siding in any manner are not permitted.
 - v. Security may be installed inside a Unit window provided that such device is solely directed to areas where there are no expectations of privacy.

m. Satellite Dishes/Antennas

- i. Installation of satellite dishes or antennas does not require prior approval and shall adhere to the policies set forth in Resolution 2013-01 or any superseding resolution or law.**
- ii. Satellite dishes, antennas, and all wiring must be removed upon the sale of the Unit or once they are no longer in use. All Common Elements must be restored to original condition at the sole expense of the Unit Owner.**

n. Signs

- i. No prior approval is required for any real estate, security, or political campaign signs.**
- ii. No signs shall be displayed in any manner which would obstruct or prevent landscaping crews from performing their duties.**
- iii. All allowable signs must meet the following conditions:**
 - 1. No sign may exceed three (3) square feet in area;**
 - 2. Signs must be placed entirely within the limits of the yard servicing the Unit;**
 - 3. Only one (1) real estate sign is permitted and must be removed within one (1) week following the sale or rental of the Unit;**
 - 4. No more than two (2) security signs may be posted (one located on the front of the Unit and one located in the rear of the Unit), neither of which may exceed three (3) square inches;**
 - 5. The only allowable political campaign signs are for federal, state, and local elections (as tracked on the official Virginia State Board of Elections website), not including primaries. No more than one political campaign sign may be placed in a Unit's Limited Common Element yard at any one time. No sign may be placed sooner than fourteen (14) days prior to the date of the election, and the sign must be removed within one (1) day following the election;**
 - 6. Signs shall not obstruct traffic or sightlines;**
 - 7. Signs must be well-constructed and of good quality materials, maintained at all times; and**

8. Signs may not be affixed to any Common Element such as light posts, trees, or mailboxes.
 9. No other signs are permitted.
- o. Radon Mitigation Equipment
- i. Radon mitigation equipment affixed to any portion of the exterior of the Unit requires prior approval. Such equipment must:
 1. Be visually integrated with the architecture of the Unit;
 2. Should be compatible with the Unit in style, scale, materials, and color;
 3. Must be located so as to minimize the appearance and visibility from neighboring properties and the street.
- p. Unit Exterior Air Conditioning Condenser Units
- i. Unit owners are responsible for the maintenance, repair and replacement of the exterior Air Conditioning Condenser Unit servicing their unit.
 - ii. Replacement units can only be installed and mounted within the designated outside shared common element next to their unit. Such replacement condensing units must be of size that will fit within the dedicated site where the previous condensing unit was located and connected to the owner's unit.
 - iii. Association prior approval of a replacement exterior air-conditioning condenser unit is not required, unless such replacement requires modification or a needed change of the space where the previous condenser was located.
 - iv. In those instances where a replacement air conditioning condenser unit requires a change or modification to the dedicated area where the replacement is to be mounted and connected, the owner is required to make an application seeking prior approval before the installation. The application must contain:
 1. A photo of the area and condenser unit being replaced.
 2. A picture of the proposed replacement condenser unit, and
 3. The specifications for the new condenser unit that the owner is requesting to be installed.

- q. **Temporary Exterior Storage Units**
 - i. Portable storage units may be temporarily placed on the Common Element driveway only. Such units may not be placed anywhere else. Storage units must be fully stored within the limits of the driveway and must not extend into the street, alleyway, neighboring property, or obstruct the flow of traffic.
 - ii. Management must receive advance notice of the use of the Unit, including the date the storage unit will be delivered and the date of anticipated removal.
 - iii. A storage unit may be located at a Unit for no more than fourteen (14) days in a calendar year without prior approval from the Board;
 - iv. All such storage units must be well maintained and in properly functioning condition.
- r. **All Other Exterior Modifications**
 - i. All exterior or structural modifications require Committee or Board approval, unless otherwise expressly indicated as approved without application in these Standards or a subsequent resolution passed by the Board.

MAINTENANCE STANDARDS AND PRE-APPROVED MODIFICATIONS

- I. **Maintenance Standards**
 - a. **Lawns and Yards**
 - i. **Lawn and Landscaping**
 - 1. All lawns and yards must be maintained free from all litter, trash, junk, pet droppings or pet disposable bags or other debris. Lawns and yards may not be used for storage. No unsightly conditions shall be permitted on any lawn or yard.
 - 2. Unit Owners are responsible for irrigating the lawn area and landscaping serving their Unit in such a manner as to maintain the lawn and landscaping in good health.

- ii. Exterior Decorative Items
 - 1. Any exterior decorative object must be maintained in a condition such that it does not constitute an eyesore and is consonant with the aesthetic of the community.
- iii. Planters
 - 1. Plants in planters must be kept in good health and appearance. Dead or dying plants must be removed immediately.
 - 2. In order to prevent the growth and spread of mosquitos, Unit Owners shall not allow stagnant water to collect in or around planters.
- b. Unit Exterior Appearance
 - i. Each Unit Owner shall keep the Unit and its equipment, appliances, and appurtenances, including the windows and screens in good order, condition, and repair and in a clean and sanitary condition. Such responsibility shall be performed in such a manner as to not unreasonably disturb or interfere with the other Unit Owners.
 - ii. Unit Owners shall maintain limited common element driveways, walkways, sidewalks, stoops, porches, doors, decks, and balconies serving the Unit clear of debris and in a clean and sanitary condition.
 - iii. Unit Owners shall not hang, display, or expose any unapproved items such as laundry, clothing, rags, signs, awnings, canopies, shutters, or other items on the exterior of their Units or on the Common Elements.
 - iv. Exhaust fans, window air conditioning units, or other similar items extending beyond the boundaries of the Unit are prohibited.
- c. Barbeque Grills and Firepits
 - i. No gasoline or other explosive or flammable material may be kept in any Unit or storage area.
 - ii. No barbeque grill or other similar unvented cooking device, regardless of the type of fuel, may be used within a Unit.
 - iii. No gas, propane or open flame devices may be used for any culinary or entertainment purposes within the garage. Propane tanks may not be stored within the Unit, including the garage.

- iv. Electric grills are permitted but must be used and stored out of view of the street.
- v. All firepits are prohibited.
- d. Doorbells
 - i. Doorbells must be maintained in good order and working condition at all times.
- e. Exterior Lighting
 - i. Exterior lights must be maintained in clean and working order. Bulbs must be replaced in a timely manner.
- f. Doors
 - i. All exterior doors must be maintained in clean and sanitary and working order.
- g. Decks/Balconies
 - i. Decks and balconies shall be maintained in a clean and sanitary order. Nothing shall be done on a deck or balcony that accelerates deterioration of the deck or balcony material beyond normal wear and tear.
 - ii. The Unit Owner shall be responsible for the normal maintenance of the deck or balcony.
 - iii. Major repairs or replacement of the deck or balcony shall be performed by the Association, unless such repairs are necessitated by the Unit Owner, their family members, tenants, guests or other invitees misuse, neglect or modification.
 - iv. No items or objects shall be hung, displayed, or exposed on the deck or balcony, including railings, which includes laundry, clothing, rags, rugs, or signs.
 - v. No items or objects, other than patio furniture and small plants or decorative items may be stored on balconies or decks.
 - vi. Plants may be maintained on decks and balconies subject to the following conditions:
 - 1. Plants must be maintained in good health and appearance and may not consume the deck/balcony;

2. Plants displayed on a deck or balcony must not alter the overall aesthetic appeal of the deck or balcony;
 3. Plants must be kept in such a manner as to prevent water from draining directly on the balcony or deck; and
 4. Plants must be kept in such a manner as to not take away from other Unit Owners' right to peaceful enjoyment of their Units.
- h. **Flags**
- i. All flags and flagstaffs must be maintained in good condition at all times. Flags may not be frayed or dilapidated.
- i. **Trash and Refuse**
- i. All trash must be contained in a sealed plastic bag prior to being placed inside an approved garbage receptacle. Trash bags may not be placed curbside.
 - ii. Recyclables shall be properly contained.
 - iii. Trash and recycling receptacles may not be placed curbside earlier than 5:00 pm the day before pickup and must be removed from the curb by sundown of the day of pickup. At all other times, receptacles must be stored in such a manner that they are not visible from the street.
 - iv. It is the Unit Owner's responsibility to adhere to all trash collection requirements for any bulk item he or she wishes to discard. All items requiring bulk pickup may not be placed curbside earlier than 5:00 pm the day before pickup.
 - v. Hazardous waste, including gasoline, household chemicals, and paint, shall not be placed curbside or in trash or recycling receptacles. Disposal of these items must be through the County hazardous waste program. Any hazardous waste found curbside or within a receptacle may result in a violation and/or fines from the Association. County personnel may also be notified.
 - vi. All items requiring special "bulk" collection must be promptly removed by the appropriate hauler. Bulk items may not be placed curbside prior to 5:00 PM the day before scheduled pick-up and must be removed from the curbside by sundown the day of pick-up.

- vii. No trash, recycling, or waste of any kind may be placed left curbside or anywhere else within the community. Any items left curbside may result in a violation and/or fines from the Association.
- viii. Illegal dumping within the community, including but not limited to washing/rinsing of paint items, will result in a violation from the Association and fines may be assessed. Clean-up costs will be assessed to responsible party.
- j. Radon Mitigation Equipment
 - i. All radon mitigation equipment must be maintained in a clean and sanitary working order.
- k. Recreational Equipment
 - i. Parking areas and streets may not be used for recreational activities, due to safety concerns and obstruction of intended use of these areas.
 - ii. Baby carriages, bicycles, playpens, wagons, toys, pools, sporting equipment, or other articles of personal property may not be stored or left unattended in parking areas, sidewalks, lawns, or other common or limited common elements. Temporary use of such items while in active play and recreational on the Common Elements in a safe, lawful and reasonable manner is permitted.
 - iii. Notwithstanding the foregoing, basketball hoops are not permitted on any Limited or Common Element area.

II. Maintenance Chart

- a. The Chart, attached hereto as Exhibit G, shall govern the division of particular repair and maintenance responsibilities, including cost, between the Association and Unit Owners, for various components of the Condominium. The Chart does not and is not intended to amend the terms of the Association's Bylaws and Declaration, but simply collectively interprets all of the terms of the Bylaws and Declaration and provides more practical guidance to Unit Owners related to these matters. The Chart is not exhaustive, but it does attempt to address those routine and major items of the Condominium. In the absence of a particular provision of the Chart being applicable to a need, the terms of the Bylaws and Declaration will control.
- b. The terms of the Chart are not intended to and do not necessarily control in situations pertaining to casualty losses or other losses/repairs covered by insurance policies of the Association or the Unit Owner. The provisions of the

Bylaws and Declaration related to casualty losses and repairs shall operate and take priority effect in such cases.

- c. The terms of the Chart do not absolve Unit Owners of obligations and liabilities for maintenance and repairs to any portion of the Condominium, including, costs, which are rendered necessary due to a Unit Owner's act, neglect or carelessness, or based upon any other standard requiring liability and responsibility for the Unit Owner described in the terms of the Declaration and Bylaws, despite general division and allocations of the same set forth in the Chart.
- d. Unit Owners are encouraged to review the Chart when undertaking maintenance and repairs related to their Unit or Limited Common Element components and to contact the Association's management agent and/or Board of Directors in the event of any need for clarification.

ENFORCEMENT

- I. The Committee shall have the power to enforce these Standards through the issuance of cease-and-desist orders and imposition of reasonable fines.
 - a. Procedure
 - i. Before imposing a fine for (a) violation(s) of these Standards, the Committee shall send, via first class mail to the address provided to Management by the Unit Owner committing a violation, a cease-and-desist order notifying said Unit Owner of the violation(s). The cease-and-desist order shall state that the Unit Owner has thirty (30) days to abate or dispute the violation in writing to the Committee, or a fine will be imposed.
 - ii. The Committee shall render a decision on disputes within thirty (30) days of receipt of the dispute.
 - iii. The aggrieved Unit Owner may appeal an adverse ruling by the Committee to the Board in writing within ten (10) days after the Committee renders its decision on the dispute.
 - b. Fines
 - i. Fines shall not exceed fifty dollars (\$50.00) per violation for a single non-continuous violation or ten dollars (\$10) per day for a violation of a continuous nature (such as an architectural modification that was not approved), not to exceed ninety (90) days, for violations of a continuing nature. No charges imposed may exceed one percent of the unit owner's annual assessment, per Section 9.1(g) of the Bylaws.

- c. **Modifications**
 - i. **If, following exhaustion of the above procedure and the imposition of a fine, a modification violation continues, Management or the Board may correct the violation and charge the Unit Owner for the cost of such corrective action.**
 - ii. **Such corrective action may not be taken in a manner that violates the Governing Documents.**
 - d. **Exhaustion of the above procedures shall not be necessary where Management or the Board determines that immediate corrective action is necessary to protect the health or safety of any person or property.**
- II. **Where the Committee or Board are called to exercise judgment in enforcing these Standards such judgment shall be exercised in good faith.**

This Resolution was duly adopted by the Board of Directors on this 12th day of March, 2025.

**THE AMBERLEA AT SOUTH
RIDING CONDOMINIUM UNIT
OWNERS ASSOCIATION**

By: Daniel Vargas
President

RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held March 12, 2025.

Motion by: Daniel Vargas

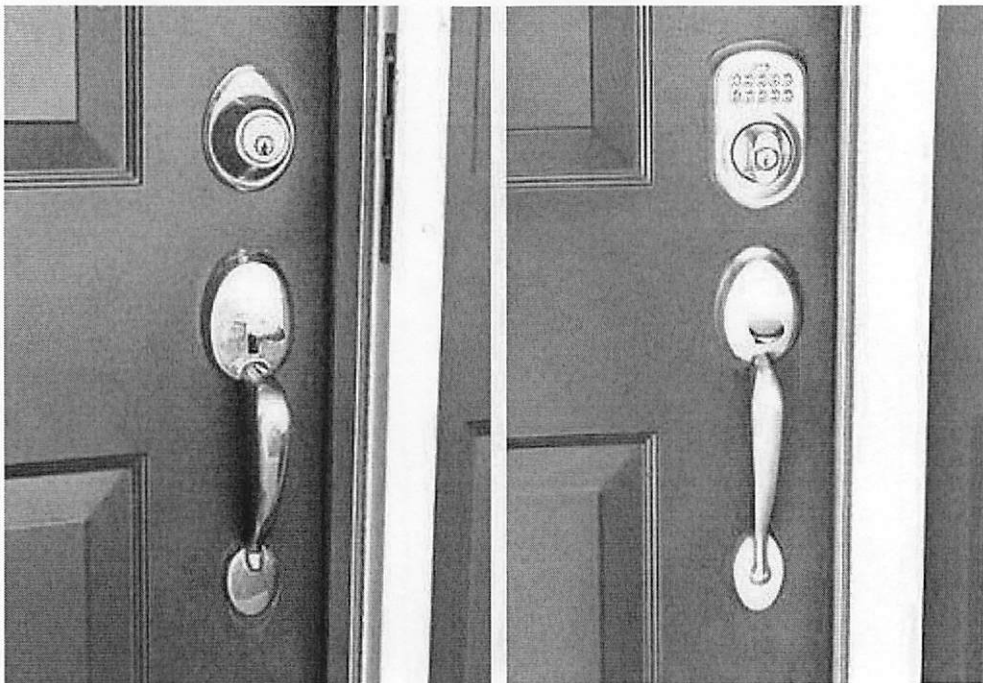
Seconded by: Richard D'Amico

	YES	NO	VOTE: ABSTAIN	ABSENT
<u>Daniel Vargas</u> President	X			
<u>Robert Patton</u> Vice President	X			
<u>Cypriana McCray</u> Treasurer	X			
<u>Mark Estawro</u> Secretary	X			
<u>Richard D'Amico</u> Director	<u>X</u>			

Resolution effective: March 12, 2025.

EXHIBIT A

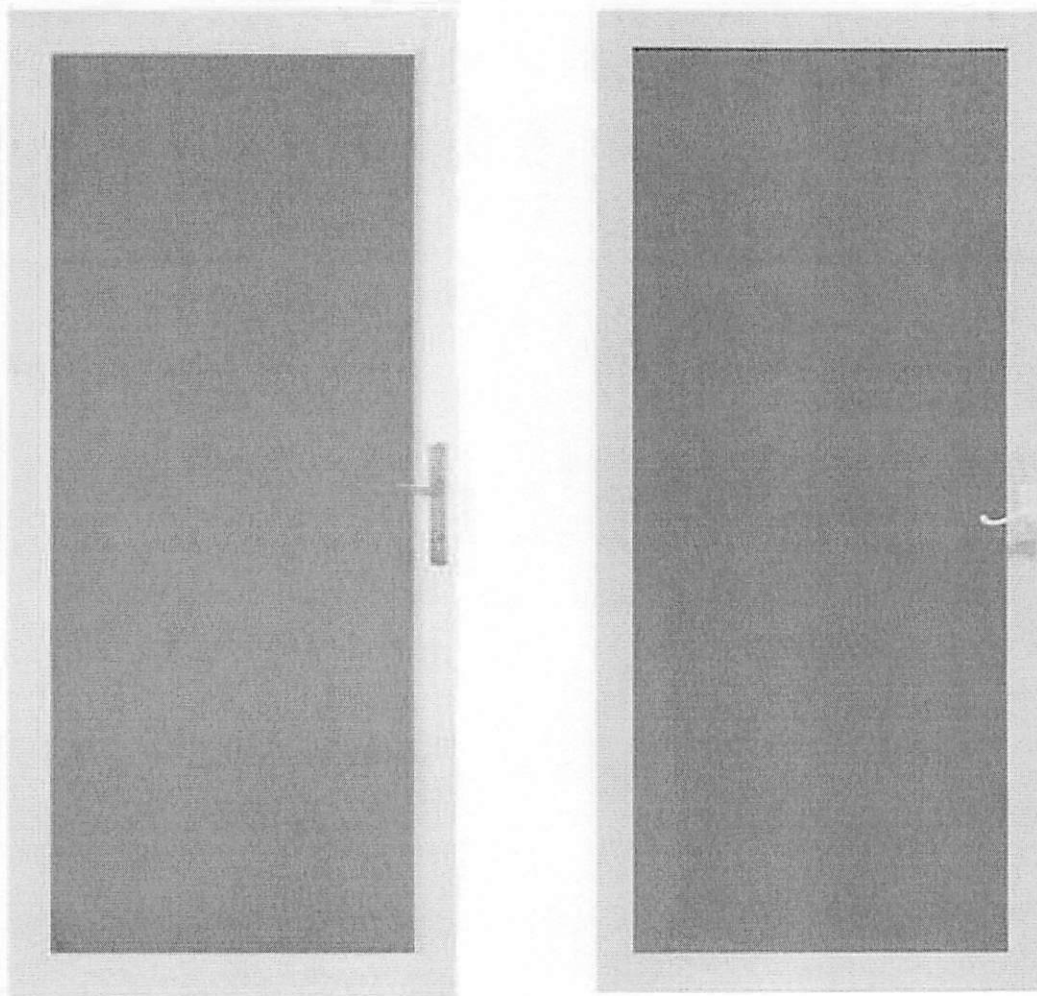
Samples of Pre-Approved Door Hardware



All door hardware shall match in color. Replacement door hardware shall be similar in design and color to that of the existing door hardware. An Architectural Modification Request form shall be submitted to Management for all replacements, including those of pre-approved styles, for Association records.

EXHIBIT B

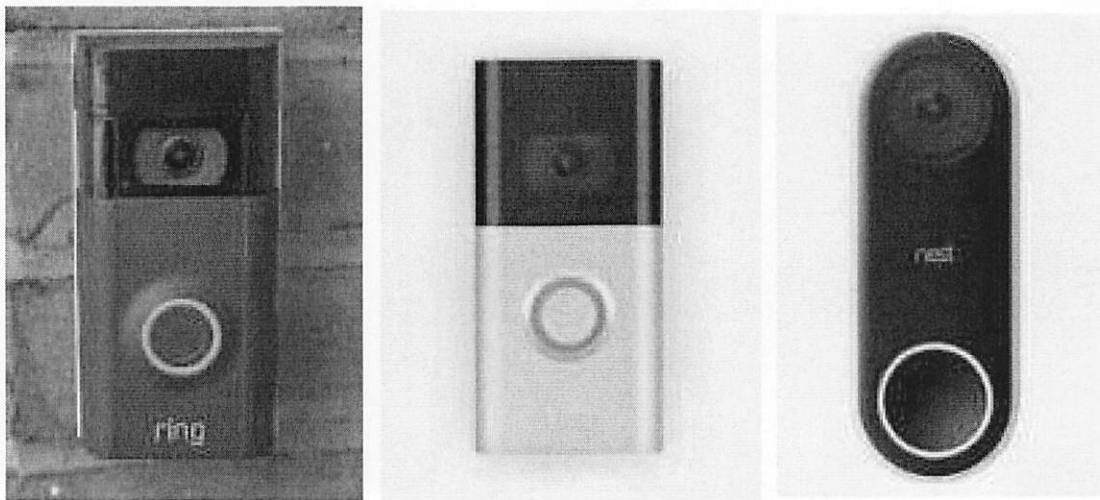
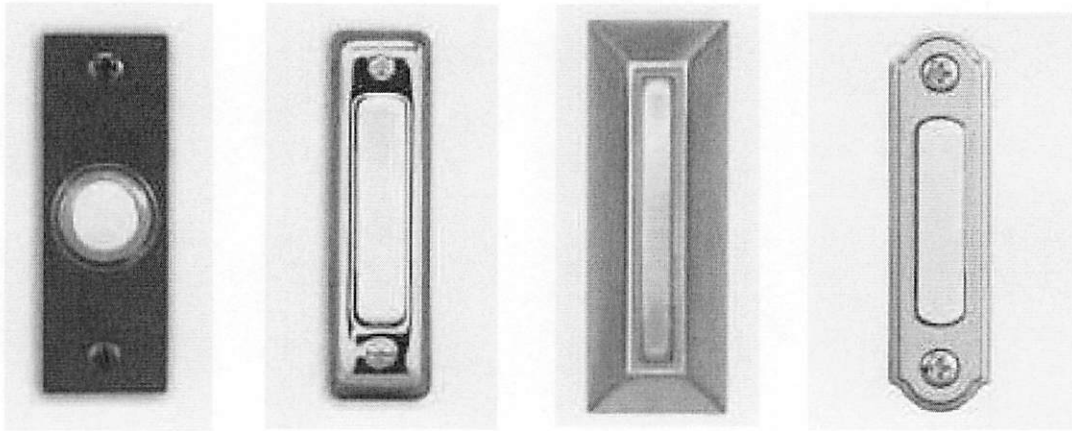
Samples of Pre-Approved Storm and Screen Doors



Storm and screen doors shall be of quality material and must be “full view” and without panels, etched glass, or other decorative features. They must be white in color with hardware that matches that of the existing door. An Architectural Modification Request form shall be submitted to Management for the installation of all doors, including those of pre-approved styles, for Association records.

EXHIBIT C

Samples of Pre-Approved Doorbells



Doorbells, other than smart doorbells, shall match in color to that of the existing door hardware. An Architectural Modification Request form shall be submitted to Management for all doorbell installations, including those of pre-approved styles, for Association records.

EXHIBIT D

Samples of Pre-Approved House Numbers

Section 55 Style



Section 81 Style



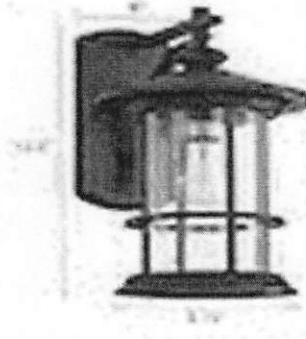
House numbers and plaques shall match in color and style to those of existing house numbers in the section of the Amberlea for which the unit is located. An Application shall be submitted to Management for all house number installations, including those of pre-approved styles, for Association records.

EXHIBIT E

Samples of Pre-Approved Exterior Front, Deck/Balcony and Garage Wall Light Fixtures.



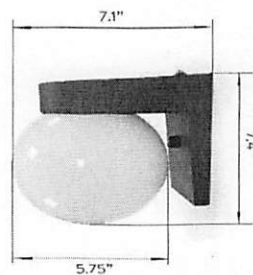
Hampton Bay Style 240-177



Westbury 11in. Aged Iron Large LED with crackled glass

Each of these pre-approved exterior Light Fixtures can be purchased at local stores. If the owner wishes to replace the exterior Light Fixtures on the exterior of their unit. The three fixtures must be the same style and Black in color.

The below pre-approved exterior Light Fixture can only be installed on the Deck/Balcony area.



Dimensions

Deck/Balcony Light Fixture Only – CORAMDEO Commercial Residential Outdoor LED Globe Light, Dusk to Dawn Photocell, Wet Location, Built In LED Color Select Switch for 3K/4K/5K/ 850 Lumens, Black Cast Aluminum with White Globe (available at Amazon).

Sample of Pre-Approved Exterior Security Light Device with or without Motion Sensor and/or Camera

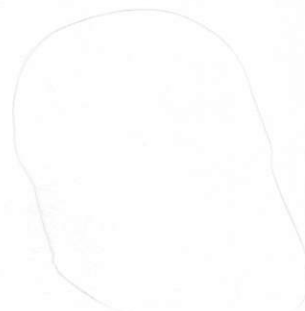


Exhibit F

Samples of Pre-Approved Landscape Layout

Cherry Laurel



Spirea "Gold flame"



Nandina



Boxwood "winter gem"



EXHIBIT G

CHART OF MAINTENANCE AND REPAIR RESPONSIBILITIES

This chart is not intended to describe or encompass all maintenance and repair functions nor to delineate all respective responsibilities between the Unit Owners, severally, and the Association.

I	II	III
ITEMS	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
Plumbing & related systems & components thereof, including heat pumps/water heaters	All in all regards for those systems and components which serve more than one Unit and the related costs are Common Expenses. If plumbing and related systems serves one Unit but is located outside the Unit, it shall be the Association's obligation to repair and replace, but the unit owner served shall be responsible for routine maintenance and the costs of any repair or replacement may be assessed against the benefitted Unit Owner(s) as a Limited Common Expense.	Routine maintenance, repair and replacement of system and related components which is located within and serves only that Unit. Routine maintenance of system and related components if system and related components is located outside the Unit served.
Electrical & related systems & components thereof, including fixtures and smoke detectors	All in all regards for those systems and components which serve more than one Unit and the related costs are Common Expenses. If related systems serve one Unit but is located outside the Unit, it shall be the Association's obligation to repair and replace, but the unit owner served shall be responsible for routine maintenance and the costs of any repair or replacement may be assessed against the benefitted Unit Owner(s) as a Limited Common Expense.	Routine maintenance, repair and replacement of system and related components which is located within and serves only that Unit. Routine maintenance of system and related components if system and related components is located outside the Unit served.
Air Heating and Cooling Systems, including ducts.	None.	All, in all regards. Includes, maintenance of condensate drain lines and cleaning of air ducts.

I ITEMS	II ASSOCIATION RESPONSIBILITY	III UNIT OWNER RESPONSIBILITY
Kitchen fixtures, ducts, appliances. *Note, plumbing systems category (see above) pertain to related piping which may run into and serve kitchen.	None, except any ductwork and piping which serves more than one Unit or one Unit but is located outside of the Unit served, in which case repair and replacement shall be the Association's obligation, but the related costs thereof may be assessed against the benefitted Unit Owner as a Limited Common Expense.	All in all regards, except repair and replacement of system and related components if located outside the Unit served (except costs thereof may be specially assessed).
Bathroom fixtures, including toilets, showers, bathtubs, faucets. *note, plumbing systems category (see above) pertain to related piping which may run into and serve bathroom.	None, except any piping which serves more than one Unit or one Unit but is located outside of the Unit served, in which case repair and replacement shall be the Association's obligation, but the related costs thereof may be assessed against the benefitted Unit Owner as a Limited Common Expense.	All, in all regards, except repair and replacement of system and related components if located outside of Unit served (except costs thereof may be specially assessed).
Unit front entry doors, locking mechanism, door handle, knocker, kick plates, all related hardware- includes storm doors	All non-day-to-day maintenance, repairs and replacements, and typically treated as a Common Expense when part of a comprehensive maintenance project for the doors, including locks and related hardware (hinges and knobs), but in some cases per the terms of the Bylaws, the costs therefore may be specially assessed for out-of-cycle not immediately necessary repairs or replacements.	All day-to-day maintenance and may be subject to Limited Common Expense assessments. Unit Owners may replace locks and hardware (hinges and knobs out-of-cycle, at their own expense. Kick plates and knockers are not included in any Association obligation to repair or replace, but are deemed decorative additions to the door, that are maintained, repaired and replaced at the cost of the Unit Owner.
House Numbers	All	None
Door bells	None.	All, in all regards.
Stoops, lead stairs, lead sidewalks	All non-day-to-day maintenance, repairs and replacements, and typically treated as a Common Expense when part of a	Day-to-day maintenance, including clearing, cleaning and maintaining clean, sanitary condition. May be subject to Limited

I	II	III
ITEMS	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
	comprehensive maintenance project, but in some cases per the terms of the Bylaws, the costs therefore may be specially assessed for out-of-cycle not immediately necessary repairs or replacements.	Common Expense assessments.
Building exterior including siding, brick work, trim, roofing, vertical exterior walls, gutters and downspouts, shutters	All, in all regards and typically treated as a Common Expense when part of a comprehensive maintenance project, but in some cases per the terms of the Bylaws, the costs thereof may be specially assessed for out-of-cycle not immediately necessary repairs or replacements.	None, except may be subject to Limited Common Expense assessments.
Decks, Patios and Porches	All, in all regards and typically treated as a Common Expense when part of a comprehensive maintenance project, but in some cases per the terms of the Bylaws, the costs thereof may be specially assessed for out-of-cycle not immediately necessary repairs or replacements.	Day-to-day maintenance, including clearing, cleaning and maintaining clean, sanitary condition. May be subject to Limited Common Expense assessments.
Windows & Screens, including framing and screens	None.	All which serve that particular Unit in all regards.
Common Element Parking Spaces	Limited Common Element and General Common Element parking spaces are repaired by the Association. Repaving, repainting and resurfacing is performed by Association.	None.
Garage doors	None.	All, in all regards.
Driveways, aprons	All, in all regards and typically treated as a Common Expense when part of a comprehensive maintenance project, but in some cases per the terms of the Bylaws, the costs thereof may be specially assessed for out-of-cycle not immediately necessary repairs or replacements.	Routine maintenance, including clearing, cleaning and maintaining clean, sanitary condition.
Exterior Lighting	All in all regards for those systems and components which serve more than one Unit and the related costs are Common Expenses. If related systems serve one Unit but is located outside the Unit, it shall	Routine maintenance, such as cleaning and replacing light bulbs of system and related components which is located within and serves only that Unit. Routine maintenance of system and related components if system

I ITEMS	II ASSOCIATION RESPONSIBILITY	III UNIT OWNER RESPONSIBILITY
	be the Association's obligation to repair and replace, but the unit owner served shall be responsible for routine maintenance and the costs of any repair or replacement may be assessed against the benefitted Unit Owner(s) as a Limited Common Expense.	and related components is located outside the Unit served.
Landscaping	Yard areas maintained by Association, including mulching, trees, shrubs and turf, excepting planting replacements that are necessitated by the failure of the Unit Owner to irrigate. Generally, such maintenance shall be a Common Expense.	Irrigation of Limited Common Element yard area that serves that Unit. Any planting that necessitates replacement due to failure to irrigate shall be the financial obligation of the Unit Owner.

- The costs allocation associated with fulfilling the above-referenced obligations is based upon the provisions of the Bylaws. While the party performing the work typically pays for the costs thereof, in certain circumstances the Association may levy the costs of the maintenance, repair or replacement against a specific Unit, as a special assessment/Limited Common Expenses. A Unit Owner is obligated to pay for or cause the performance of repairs or replacements to any item, Units, Common Element or Limited Common Element, rendered necessary due to a Unit Owner's act, neglect or carelessness (or that of the related tenant, family member, or guest of the Unit Owner). Further, those expenses which solely benefit or are caused by a Unit/Unit Owner (or the related tenant, family member or guest of the Unit Owner) may be specially assessed against the responsible Unit Owner/Unit, pursuant to Article V, Section 5.1(C)(2) of the Bylaws. The insurance policies which the Association is required to maintain, may cover certain damages for covered perils (e.g., fire damage).
- Unit Owner's may from time to time, with approval of the Association, replace a component for which the Association has a general obligation to maintain and repair under the terms of the Bylaws. In such event, the Board may condition the approval upon the Unit Owner's on-going obligation to maintain and repair that component, at his or her sole expense, if the replacement poses an additional cost due to an alteration or improvement to original design.
- Unit Owners are strongly encouraged to maintain individual insurance to help protect their property and any individual liability the Owner may face due to the acts or omissions of the Owner and his or her family members, tenants, guests and invitees.