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

| **ITEM** | **Responsibility of:** |  **REMARKS**  |
| --- | --- | --- |
| **OWNER** | **HOA** |
| **DOORS & WINDOWS** |
| Windows – Construction material can be wood, aluminum, vinyl or composite. Window panes must use low-E glass and separated by an inert gas layer. All windows on the front or side require white grids (if facing the back-grids are not required). Arch windows must be white and can be with or without grids. Must be same size as existing windows. Screens are required by MH. | x |   | Architectural Committee approves aesthetics, MH requires permit.  |
| Side Light Glass next to entry doors | x |  | Architectural Committee approves aesthetics, MH requires permit. HOA will paint new sidelight panels. |
| Skylights | x |  | Architectural Committee has to approve requests for changes/additions. Must meet MH code requirements. MH requires permit. |
| Garden Window or Bay Window | x |  | Architectural Committee has to approve requests for changes/additions. Must meet MH code requirements. MH requires permit. |
| Entry Doors-Must be steel-no windows | x |  | Architectural Committee approves aesthetics, MH requires permit, HOA will paint new doors. |
| Entry Storm Door – HOA requires full-view, no metal panels. Color should match entry door. | x |  | Architectural Committee approves aesthetics, MH requires permit. |
| Doors from Deck or Patio (including screens) – Can be sliding or French style of the same size as the original. Construction can be wood, metal, fiber glass or vinyl. Glass panes must be made with low-e glass and separated by an inert gas layer. Doors with built-in blinds are allowed. Grids are allowed but not required. | x |   | Architectural Committee approves aesthetics, MH requires permit. |
| Interior Doors from the Unit to the Garage (including screens or storm doors) | x  |   | MH permit required |
| Exterior Doors (man-doors) from Garage (including screens or storm doors) | x  |   | Architectural Committee approves aesthetics, MH requires permit. |
| Entry Door Hardware | x |  | HOA will paint newly exposed door, if needed. |
| **ENTRY PORCH & SIDEWALK** |
| Sidewalk |  | x | HOA salts and removes snow (2+ inches); HOA determines timing for resurfacing/replacements |
| Columns |   | x | HOA paints to match existing color for building when building is painted. |
| Entry Porch Construction |   | x |  |
| Handrail  |   | x | Requests for changes/additions need Architectural Committee approval. Must meet MH code requirements. |
| Porch Lights | x |   |  |
| Furniture | x |   | Must be in good condition. |
| Faux Balconies  |  | x | Requests for changes/additions need Architectural Committee approval. Must meet MH code requirements. |
| **BACK DECKS** |
| Supports/Building attachment/flashing/railing/privacy panel | x |  | Architectural Committee approves aesthetics. MH requires permit. Existing-HOA paints/stains when building is painted. New-HOA will schedule painting with work request.Decks, including pillars, supports and footings, must be structurally safe and well-preserved at all times. In the event of negligence the Association can order or make repairs to any unsafe deck at the expense of the owner. |
| Deck Surface (Repairs/Replacements) | x |  | HOA seals deck when building is painted. Owner to notify AMC if deck is not to be sealed at that time. |
| All Deck Changes (including materials and size) | x |  | Architectural Committee approves aesthetics, MH requires permit.Deck size can be increased over original size with Architectural Committee approval. Composite decking will be considered by the Architectural Committee if the color is similar to other decks on the building. |
| Awnings (additional/removals) | x |  | Requires Board Approval. See separate Association Awning rules. |
| Deck Lighting | x |  | May require St Louis County permit |
| Furniture | x |   | Must be in good condition. |
| Screening  |  |   | Not allowed. |
|  **PATIO/COURTYARD** |
| Surface Material (Usually Cement) | x  |   | Architectural Committee approves aesthetics. MH permit required for replacement.Patio size can be increased over original size with Architectural Committee approval.  |
| Iron Gates/Brickwork |   | x |  |
| Electric | x |  | Requires Architectural Committee approval and may require St Louis County permit. |
| Lighting | x |  | May require St Louis County permit. |
| Retaining Walls, Privacy Walls |  | x | Architectural Committee approves aesthetics. HOA paints privacy walls when building is painted. |
| Privacy Wall additions  | x |  | Architectural Committee approves aesthetics. Requires MH permits. HOA will schedule painting with work request. |
| Furniture | x |   | Must be in good condition. |
| **GARAGE** |
| Overhead Door-must match existing aesthetics-no windows unless current garage door has windows. | x |  | Architectural Committee approves aesthestics. The garage door must match other garage doors on the building.Existing-HOA paints when building is paintedNew-HOA will schedule painting with work request |
| Garage Door Opener | x |  |  |
| Garage Floor | x |  | May require MH permit. |
| Exterior Lighting | x |  | Architectural Committee approves aesthestics. May require St Louis County permit. Lights should be similar to lights on other garages on the building. Motion detector and dusk-to-dawn lights are allowed. |
| Address Numbers |  | x |  |
| **DRIVEWAY** |
| Surface |  | x | HOA determines resurfacing/replacement during annual walk around |
| Changes/Additions  |   | x  | Special situations must be approved by the board  |
| **FIREPLACE/CHIMNEY** |
| Siding/Brickwork on chimney chase and cap(Damages by owner are charged to owner) |  | x | HOA determines repair/replacement/tuckpointing during annual walk around |
| Maintenance/Repairs on remainder of chimney and fireplace (flue, inserts, etc) | x |  |   |
| **ROOFS, GUTTERS, UNDERGROUND DRAINAGE** |  |  |  |
| Roofs |  | x |  |
| Gutters, gutter covers, drainpipes, splash guards, underground drainage from gutters |   | x | Gutters are cleaned bi-annually. If additional cleaning is needed, a work order should be placed.HOA determines repairs during annual walk around. Owners can submit work request for problems. |
| **OTHER STRUCTURAL** |  |   |  |
| Foundation (interior and exterior cracks) |  | x | Owner is responsible for removing, replacing, or repairing any interior damage up to $10,000. |
| Sewer Lateral |  | x |  |
| **INTERIOR** |  |  |  |
| All interior cosmetic changes | x |  |  |
| Any plumbing/electrical/architectural changes | x |  | Requires MH permit and/or St Louis County permit. |
| Interior electrical boxes | x |  | Requires St Louis County permit for changes. |
| Intercom system | x |  |  |
| Broken/frozen water valve |  |  | Owner is responsible for removing, replacing, or repairing any interior water damage up to $10,000.HOA is responsible to repair/replace outside water faucet if it is shared by multiple units. |
| Water shutoffs within the unit | x |   | Owner is responsible for removing, replacing, or repairing any interior water damage up to $10,000.  |
| Removal/Damages from animals in attic spaces |   | x | Owner is responsible for removing, replacing, or repairing any interior damage up to $10,000. |
| Interior insects/mice | x |  |  |
| **LANDSCAPING** |
| Within 10’ of unit-front, back, sides, courtyardsOriginal builder landscaping |  | x | Association landscaping will be trimmed/replaced by the HOA. Landscaping Committee approves requests for changes/additions. |
| Within 10’ of unit-front, back, sides, courtyardsIf changed by prior or current owner | x |  | Landscaping Committee approves requests for changes/additions.Once the landscaping is planted by an owner it is the owner’s and any future owner’s responsibility to maintain/replace. |
| All other Common Ground areas |  | x | Owners cannot make changes/additions |
| Drainage problems |  | x | HOA determines repairs during annual walk around. Owners can submit work request. |
| **OTHER** |
| Siding and trim |  | x | HOA determines repair/replacement during annual walk around. Damages caused by homeowner will be charged back to homeowner. |
| Sump pumps | x |  | HOA will repair exterior drain extensions with a work order. |
| Dryer/Fan vents | x |  | HOA will replace/repair screens on vents with a work .order. |
| Furnace and air conditioning, humidifier | x |  | Requires MH permit for replacement. |
| Water heater | x |  | Requires MH permit for replacement. |
| Satellite dish | x |  | Requires AMC approval in writing. See separate Association Satellite Dish rules. |
| Exterior water faucets | x |  | Faucets for use of only one unit are the owner’s responsibility. Note: Some units share faucets. Shared faucets are the responsibility of HOA. Owners are responsible for seasonal shutoffs within their units. |
| Exterior building water shutoffs |  | x | Owners will be notified of maintenance/replacement of shutoffs. AMC works with American Water on meter well. |
| Exterior gas meters  | x  |   |  |
| Termite contracts (exterior) |  | x |  |
| Termite damage (interior) | x |   | Owner is responsible for removing, replacing, or repairing any interior damage up to $10,000. |
| Radon testing, mediation and equipment | x |  | AMC must be notified for placement. MH permit required. |
| Screening exterior attic holes |  | x |  |
| Removing pest wildlife from common ground, beneath porches/decks |  | x |  |
| Removing insects and nests from decks, porches, exterior building |  | x |  |
| Mailbox |  | x |  |
| U.S. flag pole | x |  | Requires Board approval whether attached to building or free-standing. Flags must be kept in good condition. |
| Exterior security camera | x |  | Requires AMC notification for any building attachments. |
| Underground pet fences |  |  | Not allowed |
| Hot tubs |  |  | Not allowed |
| Fire pits |   |  | Not Allowed |
| Permanent water feature (i.e. small pond) |  |  | Not Allowed |
| Unit sprinkler system |  |  | Not Allowed |
| Unit fencing |  |  | Not Allowed |
| Outdoor decorations – lattice/trellis, planters, benches, art work, pergola, seasonal flags, bird baths, wall-mounted fountains |  |  | Nothing can be attached to the building (lattice/trellis, art work, flags, fountains without Board approval.) Other free-standing decorations (benches, flags, bird baths) can be placed within 10’ of the unit INSIDE the garden areas but NOT on common ground in the grass. Pergolas would require Board approval. |
| Bird/Squirrel feeders |  |  | Only hummingbird feeders are allowed. Others are not allowed-due to pest attraction. |
| Vendor signs (other than Home for Sale) |  |  | Not allowed |
| Political or other advertising signs |  |  | Not allowed, except MH Beautification signs |

Note: HOA Umbrella insurance has a $10,000 deductible per incident (owner responsibility)