

Autumn Lakes Policy for Attached Awnings

The Autumn Lakes Board has developed a process to approve the installation and use of awnings on decks and patios for the improvement of deck use during the periods of excessive sun and heat. This document identifies the requirements for awning installation, the owner's responsibilities and liability, the process for obtaining approval to install an awning and the consequences of unauthorized installation. The Board recognizes that awnings can add comfort to the home and enhance property value and appeal for the neighborhood. It is with this understanding that the following rules were developed and are required. The Board wants the owner who is considering an awning to understand these items and to research issues and expenses.

Limitations

1. Awning installation on Autumn Lakes' condominiums requires board approval prior to any work being started. *The board will consider and may approve a variance request to these rules for special situations such as an oversized deck or building construction issues such as an extended brick fireplace.*
2. Awnings are expected to provide full patio/deck coverage. Allowed awnings will be attached over rear facing decks or patios. Awnings will NOT be allowed on sides or fronts of buildings or over windows and doors.
3. The awning material should be outdoor fabric or cloth and a suitable metal or durable plastic frame. Manual or motorized retractable or stationary awnings will be considered. Metal awnings will not be approved. External solar shades will not be approved.
4. Awnings are expected to be attached to building walls under the eaves. Attachments to soffits or fascia will not be allowed. When necessary and only with Maryland Heights and the Architecture Committee approvals, installation of an awning will be allowed on the roof.
5. Awning colors for each unit must coordinate with the color scheme of the building and not be incompatible with any existing awning on the building. Awnings with designs, logos and monograms will not be approved. The Architecture Committee has to approve the fabric and colors.
6. No side screens or drop down screens from the awning will be allowed.

Owner Responsibilities and Liability

1. Attached awnings are like patios and decks and are the responsibility of the unit owner.
2. If there is an attached awning and the unit is sold, transfer of responsibility for the awning must be disclosed to the new owner.
3. The owner is responsible for any leaks or damage to the inside of a unit due to the awning installation.
4. The owner is responsible for the operation and appearance of the awning. If the awning is not well-maintained the Association can remove or repair it and bill any expenses to the owner. The owner will be notified of the need to make repairs before the Association proceeds with the repairs.

5. Insurance coverage for the awning and any damage caused by the awning to the condominium building is the responsibility of the unit owner. The unit owner will be responsible for any damage caused by the awning to the siding, roof, neighboring decks, windows, or doors.
6. The owner is responsible for removal and re-installation of the awning and any related expenses if the building's siding or roof is repaired or replaced.
7. If the owner removes the awning the building must be restored to the original condition at the owner's expense.
8. A member of the Autumn Lakes Architecture Committee must inspect both the final installation and the removal of an awning. The owner will be notified of any issues which must be resolved by the date set by the committee or the owner will be fined (currently \$75/day) until the issues are resolved.
9. The owner is responsible for any legal expenses incurred by Autumn Lakes as a result of enforcing these rules and procedures.

Steps for Installing an Awning

1. The owner contacts Smith Management Group to begin the review/approval process. SMG or the Architecture Committee will provide a form for the owner to complete information about where the awning would be installed, the type and size of awning, the color and style of awning and timeframe.
2. The owner will be contacted by a member of the Architecture Committee to review this document as well as the owner's plans. The committee member will identify any issues or concerns with the owner's plans that must be addressed before Board approval can be given.
3. The owner must contact Maryland Heights' Building and Code Enforcement department to get their approval and any permits that are required.
4. Any issues identified by the Architecture Committee or Maryland Heights must be addressed before Board approval will be given.
5. When the owner has both Autumn Lakes Board approval and Maryland Heights' approval the awning can be installed. The form initially completed by the owner will be signed by the owner and Architecture Committee member indicating understanding of the owner's responsibilities and Board approval.
6. The Architecture Committee member will perform a final inspection to ensure that the awning was appropriately installed as approved.

Board's Response to Unapproved Awning Installation or Removal

1. If the Board would have approved the selected awning and installation location, it will be reported to Maryland Heights for their inspection. Maryland Heights will probably fine the owner for not following the appropriate procedure.
2. If the Board would not have approved the selected awning and/or installation location, the awning will have to be removed and the building repaired at the owner's expense and the Board will assess a fine (currently \$75/day) until the owner removes the awning.

**AUTUMN LAKES CONDOMINIUMS
REQUEST FOR AWNING INSTALLATION**

Please Print

Owner's Name _____

Address _____ Phone _____

Email _____ Date of Request _____

Description of your installation plan _____

Size/dimensions of awning _____

Where specifically (rear deck or rear patio) and how will the awning be attached?

Is your unit's siding vinyl or Masonite? _____

Is the awning retractable (manual or motorized) or stationary? _____

What company manufactures the awning? _____

What is the color of fabric (solid or striped)? _____

What company will install the awning? _____

By what date would you like the awning installed? _____

I have read and understand Autumn Lakes' rules regarding attached awnings.
(Rules available at autumnlakesstl.com)

Owner's signature

Date

The owner needs to contact Maryland Heights Building and Code Enforcement Department for required permits.

Maryland Heights Permit # _____ Date of Issuance _____

Upon completion of the above information and receipt of the Maryland Heights permit, the owner must provide a copy of this form to Smith Management who will provide the information to the Architecture Committee members. A committee member will contact the owner to set up a meeting.

The owner should provide a copy of the Maryland Heights' permit documentation at the meeting.

ARCHITECTURE COMMITTEE'S RESPONSE

Date met with owner _____

Approved _____ Do Not Approve _____ Decision Date _____

Architecture Committee member signature _____

OWNER'S NEXT STEPS IF APPROVED:

Only with approval from the Architecture Committee and Maryland Heights Building and Code Enforcement Department can the owner proceed with installation.

Upon final installation, the owner must contact the Architecture Committee to perform a post installation inspection.

ARCHITECTURE COMMITTEE POST INSTALLATION INSPECTION

Date of inspection _____

Results of inspection _____

Architecture Committee member signature _____