

## **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.
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. The Autumn Lakes Master Policy will not cover awnings or the damage caused by awnings.

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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 AMC Management Corp to begin the review/approval process. AMC 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.