

PROCEDURAL RECOMMENDATIONS FOR ALTERATIONS

The alterations Committee met on November 9, 2013, and is recommending the following:

Alteration requests, but not limited to this list, that **must be** reviewed prior to work commencing:

- Replacing windows with smaller windows
- Additions (such as shed enlargements), even though within unit's footprint
- Removal of trees
- Privacy dividers
- Any additions outside the footprint of unit
- Installing of window air conditioners
- Installing of screen room under existing carport providing there is still room to partially park a car under the carport
- Widening of driveways on the house side (not between house and neighboring house) to a width not to exceed 15 feet

Alteration requests that **do not** need to be reviewed prior to work commencing:

- Replacing windows with like-sized windows
- Replacing doors
- Replacing HVAC unit
- Roof overs
- Painting unit
- Re-siding unit
- Installing skylights
- Extending walkway from shed to rear of house
- Replacing steps going into unit
- Replacing screening in sunrooms with windows
- Installing small gardens
- Replacing skirting
- Painting and/or resurfacing driveways
- Removing shrubs

The above will be amended as the need arises. Regardless, any alterations, whether they need to be reviewed or not, will still require a request form for the Co-Op's records

November 11, 2013