

Rose island Riverside Condominiums, inc. Request Form for Modification of Exterior Features

Overview:

The Architectural Review Committee (ARC) has been established by the Rose Island Riverside Condominiums, Inc. (RIRC) Board of Directors to assist in reviewing exterior modifications proposed by homeowners. This is being done to:

Protect homeowners' investment in their condominiums

a Assure exterior modifications are installed in a manner that does not damage the building or common property

Avoid negative circumstances which could impair the aesthetics or property values of the community

Promote the general welfare and safety of homeowners and their guests

In addition to the reasons above, RIRC has also established the ARC to comply with the regulations specifically indicated in the Master Deed, Articles of Incorporation, and By-Laws:

Section 5.1.B Maintenance, Alteration and improvement The responsibility of the Condominium Unit owner shall be as follows: "(2) ... Not to paint or otherwise change or decorate the exterior appearance of a Condominium Unit or any other portion of the Condominium without obtaining written permission from the Board of Directors." And

Section 5.1.C. Alterations and Improvements: "... The Board of Directors shall have the power to approve or disapprove any such proposed improvement or alteration. if the Unit Owner desires, to construct any improvements on the premises, he shall first submit plans and specification to the Board of Directors of the Association for its approval, which approval shall not unreasonably be withheld."

No one should penetrate the exterior of the building (EIFS) without getting permission and the contractor putting in writing the proper steps to seal the penetration.

If a homeowner proceeds without the necessary approvals, he or she may be subject to legal proceedings, as well as having to remove all unauthorized improvements, at the homeowner's expense and restore to the original condition.

Duradek on the third floor and kitchen deck cannot be removed. It was put there during the remodel to keep water from penetrating the glulam beams supporting the units.

Process:

The following process will be followed to ensure that requests are reviewed in a fair and expeditious process. While the ARC, RIRC Board of Directors, and Mulloy Properties will work hard to process requests as quickly as possible, it could take up to 60 days for the entire process.

To change an exterior feature of a unit:

Homeowner completes this Request Form along with any additional requirements **and specifications outlined in writing by their contractor.**

1. Homeowner submits this Request Form including applicable photos and/or drawings along with any required documents to the Property Manager.
2. Mulloy Properties reviews the Request Form to ensure all information has been completed.
3. If complete, Mulloy Properties will forward the Request Form and required documents to ARC.
4. The ARC will review the request and make a recommendation to the RIRC Board of Directors for final approval.
5. Homeowner will be notified in writing of approval or denial of their request.
6. If building permits are needed, Homeowner should provide a copy of permit to the Property Manager before work begins and any customary final inspection stickers upon completion.

Work on the requested modification should begin no more than 180 days after approval and should end within one year of approval.

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NEW REQUEST

RE-SUBMISSION

DATE SUBMITTED: ____

UNIT OWNER NAME: _____

RI RC ADDRESS: _____ Victory Court, Prospect, KY 40059

OWNER PREFERRED MAILING ADDRESS (if different from above): _____

CITY: _____ STATE: _____ ZIP: _____

DAY PHONE: _____ EVENING PHONE: _____ CELL PHONE: _____

EMAIL: _____

PROJECT DATES (please submit up to 60 days in advance): Start: ____/____/____ End: ____/____/____

Select type of Exterior/Interior Load-Bearing Walls/Elevator modification being requested:	Requirements to complete or submit:
Decorative features/pictures hung on exterior*	Completed request form
Flag bracket*	
Hose reel*	
Repainting front door*	
Satellite dish*	
Awning*	Completed request form Photos and/or samples of colors, stains, surface finishes, or fabrics
Utilities or wiring that penetrate exterior	Completed request form
Exterior light or ceiling fan in a new location	
Electrical or gas hookups (ie. Generator, grill, hot tub)	Installation plans and materials used
Under-deck ceiling	
Storm door	Completed request form
Front door replacement (with similar-looking door)	installation plans and materials used
Concrete patio or walkway replacement or overlay	Photos and/or samples of colors, stains,
Deck surface replacement (ie..new boards, Duradek)	surface finishes, or fabrics
Tree or bush addition, replacement, or removal	Completed request form
Landscaping changes (ie. edging, new planters, pavers)	installation plans and materials used
Lower-level patio enclosure	Plot plan with proposed items drawn onto plan
Spiral staircase up to deck	in proportion to building with dimensions
Whole-house generator	Approval from neighbor(s) —see page 3
Elevator	Complete request form including plans indicating specific interior location
Interior Changes Impacting Load-Bearing Wall(s)	Complete request form including plans Indicating load-bearing wall impact
Other:	Please contact Mulloy Properties for required documents for your request.

Modifications that have specific guidelines and instructions in which they need to be installed. These will be provided upon approval of request.

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By initialing beside each statement, I/we understand and agree to the following (continued):

- c) This exterior change shall be erected, maintained, repaired and replaced solely at my expense, in accordance with this agreement. This agreement is binding and should be disclosed to respective heirs and successors to the property.
- d) I certify my RIRC dues account is current and there are no outstanding monthly maintenance dues, assessments, late fees, legal fees, or interest.
- e) Kentucky law requires that two days before the homeowner starts to dig, the Homeowner must call Buried Utilities Information (B.U.D.) at 502-266-5123 to have the location of ail utilities marked.
- f) I agree to comply with any and all applicable Oldham County, Kentucky zoning and building codes as required. I will contact Oldham County Code Enforcement Board at 502-2224476 for information on any necessary permits and inspections and will supply a copy of those permits to Mulloy Properties before work begins on the project.
- _1 g) This approval is contingent upon the modifications being completed as depicted in the Request Form packages and no deviations may be made ARC and RIRC Board of Directors' approval.
- h) Modifications may not conflict with any recorded easements, including sight distance easements, and the Homeowner is solely responsible for ascertaining the location of such easements. Additionally, modifications may not adversely affect the drainage in the area so as to impact neighboring properties.
- i) No construction vehicles may enter upon turf to deliver materials or facilitate construction. Any disturbed common area must be restored to the satisfaction of the RIRC Board of Directors within 10 days of written notice to the Homeowner. If not restored, R1RC will restore all disturbed areas and assess the cost plus administrative charges to the Homeowner.
- j) Any approval granted by the R1RC Board of Directors will automatically expire should the proposed project not begin within 130 days or completed within one year of the approval.
- k) Members of the ARC and RIRC Board of Directors, and their agents, may enter onto the Homeowner's property to make routine inspections. Such inspections will be conducted at reasonable times so as not to disturb the Homeowner's use of the property.
- l) Rose Island Riverside Condominiums, Inc. and its Board of Directors, ARC members, employees or agents, accept no responsibility for violations of building code compliance, recorded easements, clearance requirements, poor workmanship, structural integrity, nor damage resulting from the requested exterior modification.

Agreement:

By my/our signature(s) below, I/we certify all information, data, and supplemental materials submitted in this application are complete, true and correct.

Homeowner signature: _____ Date: _____

Homeowner signature: _____ Date: _____ / _____

Send completed Request Form RIRC Property Manager
and all required documents to: c/o Mulloy Properties
P. O. Box 436989
Louisville, KY 40253

Phone: (502) 498-2410
Fax: (502) 426-1544

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 Architectural Review Committee (ARC) and Board of Directors Approval Form

ADDRESS: _____ Victory a Exterior Modification: _____

FOR RIRC ARCHITECTURAL REVIEW COMMITTEE (ARC) USE ONLY:	
ARC recommends the Board of Directors approve this request as presented on the Request Form.	
ARC recommends the Board of Directors approve this request with modifications (add comments).	
ARC cannot recommend Board approval because additional information is needed (add comments).	
ARC does not recommend the Board of Directors approve this request (add comments).	
Comments:	
I	I.
<i>Signature of ARC Chairperson</i>	<i>Date</i>

FOR RIRC BOARD OF DIRECTORS USE ONLY:	
Board of Directors approve this request as presented on the Request Form.	
Board of Directors approve this request with modifications (add comments).	
Board of Directors cannot approve because additional information is needed (add comments).	
Board of Directors does not approve this request (add comments).	
Comments:	
I	I "
<i>Signature of RIRC Board of Directors</i>	<i>Date</i>