

GREENWOOD VILLAGE CONDOMINIUMS
EXTERIOR & YARD POLICY RULES

By-laws Background

The exteriors and yards of the condominium buildings are the property of the Association, not of unit owners. As stated in the Association by-laws [Article II(7)(K)], the Association may: "Grant or withhold approval of any action by a unit owner or other person which would change the exterior appearance of the unit or of any other portion of the condominium."

Additionally, "No unit owner shall occupy or use any unit or the limited common areas (i. e., *patios and entrance ways*) ...so as to disrupt the uniformity of appearance of the building from the outside. [Article IV(1)(A)(2)].

External & Yard Policy Back-around

While unit owners are generally prohibited by the Association by-laws from placing objects around the buildings' exteriors, over the course of the past several years, many unit owners have done so. In order to bring more uniformity to the exterior appearance of the Association complex as required by the by-laws, the Association members voted to form a Building and Grounds Committee to establish more complete guidelines for what can and cannot be displayed on the exterior of the buildings and grounds. Committee members serve for a one-year term and make decisions on or recommendations to the Board regarding unit owners' requests for exterior and grounds changes.

The basic policy agreed upon by the committee is that items that are not natural to Wisconsin (i.e., found in the state's natural environment) cannot be displayed. Other issues the committee considered in setting the external and yard rules included uniformity of appearance, maintenance issues, disruption to neighbors, a desire to treat all owners as similarly as possible and conformity with the by-laws while allowing for some beautification of the exterior with plants and flowers.

External & Yard Policy Rules

Following is a list of "Do's" and "Don'ts" for what unit owners can and cannot place externally according to the External & Yard Policy Rules developed by the committee. Pertinent sections of the by-laws are cited where applicable. The list is not intended to be exhaustive. It is a supplement to, not a replacement of, rules that are already included in the Association by-laws. The committee and Board of Directors retain the right to modify the rules as needed.

Important Reminder: Unit owners are prohibited from placing any objects or making other external changes which are not covered by the policy rules below, without prior *written consent* of The Association Board of Directors or the Board's delegate.

ALLOWED ITEMS

- Touch-tone pad security locks on garage doors.
- A box for newspapers/packages near the front door. (The color and appearance should blend with other decorations allowed under the External and Yard Policy Rules).
- Wreaths or other decorations that are not visible from the road on the exterior of unit front doors.
- Up to two plant containers on the patio in back and up to two plant containers in front, either near the garage or the front entrance. No containers may be placed along the sidewalk/walkway. To ensure a uniform appearance of the exterior, the color of the plant containers must be of the following: hunter green, clay or white. Shepherd's hooks are O.K. as long as the pots used conform to the above colors. A double shepherd's hook counts as two containers. Shepherd's hooks may not be stuck into the yard, either in front or in back, other than in the rock-filled area near the entrance-way or garage.
- As a way of increasing the beauty of the complex, units on either end of each building may continue to plant flowers along the side of their unit, as long as they are well maintained.
- Moveable furniture, decorative pieces and moveable barbecue pits or grills on the patio/deck [Article VI(3)]. Note: It is recommended that these items be stored inside when not in use (e.g., winter), as a way to **protect your property from the elements and to keep the exterior looking neat.**
- Moveable furniture in hunter green or white in the front entrance area. Furniture in entranceway areas must be taken indoors in winter to allow for snow shoveling.

PROHIBITED ITEMS

- As mentioned above, no more than two plant containers may be placed in the front and in the back of each unit. Plant containers of a color other than hunter green, clay or white are prohibited.
- Furniture of a color other than hunter green or white is prohibited in front entrance areas.
- Other than end units planting along the side of the building, no owner may plant any plants or flowers in the yard, including among the bushes that are along the sidewalks/entrance ways. (This is to address maintenance concerns regarding replacement of plastic, rocks, maintenance of the plants by the professional landscapers and to maintain uniformity).
- "Non-natural items" are prohibited, including but not limited to: figurines, sculptures, windchimes, whirligigs, metal or wood decorative items, flags, banners, lights and any other items *which* are not grown in nature.
- Bird feeders and birdbaths are not allowed, due to maintenance problems with the grass, bird droppings, seed, etc.
- No maintenance items (i.e., brooms, shovels, hoses) should be stored outside.
- No items of any kind may be hung on the exterior of the building (e.g., wreaths, welcome signs). [Article VI(BB): "A unit owner or occupant shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls of any unit, and no sign, awning, shutter, or antenna shall be affixed to or placed on the exterior... "]
- Article VI(1)(I): "Overhead garage doors must be closed when not in use for ingress and egress," and should not be left open for extended periods of time.
- To make maintenance as easy and cost-effective as possible, owners should not place any items in the berms.

Rules Enforcement

The above External & Yard Policy Rules are effective as of October 1st, 1999. (Which is after this year's growing season, so owners do not have to remove already-growing plants). All other policies governed by the Association by-laws continue to remain in effect.

After October 1st the process for handling infractions of the External & Yard Policy Rules will be the same as for any infraction of the rules and regulations of the Association as documented in the by-laws, Article VI(1). This includes a written warning to give owners a chance to correct the infraction. If not corrected, a fine of \$50 per day will be assessed, retroactive to the first day of the infraction. Any actions the Association must take to correct the infraction will be charged to the unit owner(s).

Request for Permission for Exterior Changes/Alterations

Again, it is important to reiterate that "No exterior structural changes or alterations shall be made in any unit without prior written consent of the Board of Directors." [Article VI(FF)]. Any changes made without the Board's written consent must be removed by the owner, or will be removed by the Association and the cost charged back to the owner.

To facilitate the request process, the Building and Grounds Committee has developed a form which owners may use to submit requests for permission to make exterior changes or alterations. Decisions about the requests will follow one of two processes, depending on the type of request:

Requests For Permission to Make Permanent Changes (e.g., structural, landscaping)

Step 1: Unit owner submits form to Building & Grounds Committee at least two weeks prior to the committee's regularly scheduled quarterly meeting. Step 2: The committee considers the request and makes a recommendation to the Board two weeks in advance of the Board's next meeting to accept, decline or modify the request. Step 3: The Board makes a final decision regarding the request and communicates the decision to the unit owner within two weeks of the Board meeting.

Requests For Permission to Make Temporary Changes (e.g., decorative)

Step 1: Unit owner submits form to Building & Grounds Committee at least two weeks prior to the committee's regularly scheduled quarterly meeting. Step 2: The Board makes a final decision regarding the request and communicates the decision to the unit owner within two weeks of the committee's quarterly meeting.

The Building and Grounds Committee will meet at least once per quarter to consider requests. The meeting schedule for 1999-2000 is: October 15, January 15, April 15 and July 15. The Board of Directors meets every other month. Contact a Board Member or the Association's management company for exact dates.

A copy of the form is attached. Additional copies may be obtained from the Association's management company.

**GREENWOOD VILLAGE CONDOMINIUM ASSOCIATION
EXTERIOR BUILDING AND YARD REQUEST FORM**

Date: _____
Name: _____ Phone: _____
Address: _____

Request Permission to:

Please Note:

1. Sketch required.
2. Void after 120 days.
3. Work shall not begin until verbal or written approval has been received.
4. All work is to conform to Greenwood Village documents and exterior & yard policy rules.
5. Failure to comply will require owner to revise work at his/her expense.

Contractor: _____ License No.: _____

Signature of Owner: _____

To be completed by committee members

() Verbal approval () Not Approved Follow-up Required: () Yes () No
() Board Approval Required

Date: _____

Comments:

Building & Grounds Committee Chairperson: _____

Board President (if required): _____