

**Unit Alteration/Modification
Policy Resolution 24**


The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the following procedure for Unit Owner unit alteration and modification that requires Board approval:

1. Written applications for approval shall be submitted to the Board via the Property Manager using the Alteration/Modification Application form (see attachment).
2. Oral requests will not be considered.
3. Each alteration must be specifically and individually approved, even if a similar or substantially identical alteration has been previously approved.
4. Any application received by the Property Manager will be date stamped to indicate when it was received. The Board will make every reasonable effort to review the application and respond to the applicant within thirty (30) days of receipt.
5. Approval of an application is valid for a period of six (6) months following notice of approval to the applicant, unless otherwise specified on the application's form.
6. After the project is completed, any part of the project that is not in compliance may be subject to the Association enforcement procedure and associated penalties.

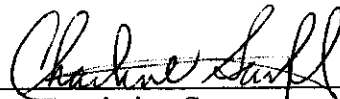
THE WOOD AT POLARIS CONDOMINIUM
ASSOCIATON, INC.

This resolution, Policy Resolution 24, was revised at a meeting of the Board held on November 4, 2013 with the directors voting as indicated below:

Director	Yes	No	Abstain	Absent
Ruth Owens	<u>X</u>	___	___	___
John	<u>X</u>	___	___	___
McEldowney				
Charlene Sarff	<u>X</u>	___	___	___
Dan Bottorf	<u>X</u>	___	___	___
Jim Brady	<u>X</u>	___	___	___
Glenn Myres	<u>X</u>	___	___	___



Association President



Association Secretary

The Woods at Polaris Condominiums
APPLICATION FOR EXTERIOR ALTERATION/MODIFICATION

Your Alteration/Modification application must be submitted and APPROVED before you begin your project. Please check the Rules & Regulations and Policy Resolutions for specifics pertaining to any alterations/modifications that must be approved by the Association Board of Directors. Applications submitted without adequate information and it will be returned without review and approval. Please complete the following information with checklist and submit this form **with 2 copies of plans, drawings, and/or literature** to the Property Manager.

Property Manager's name and address are referenced on the Contents page.

Owner Name: _____ **Daytime Phone:** _____
Address: _____ **Email Address:** _____

TYPE OF ALTERATION/MODIFICATION (S) REQUESTED

Estimated completion date for project(s): _____
(Must be completed within 6 months of approval).

Owner Signature: _____ **Date:** _____

<p>Your application for alteration/modification has been:</p>	<p><input type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p>
<p>_____ Signature of Director or Property Manager</p>	
<p>_____ Date</p>	
<p>Note:</p> <hr/> <hr/> <hr/> <hr/>	

The Woods at Polaris Condominiums
APPLICATION FOR EXTERIOR ALTERATION/MODIFICATION

SATELLITE DISH CHECKLIST

- Satellite dish to be of neutral color (i.e., black, off white, gray, or beige).
- Satellite dish may not exceed one meter (3.3 feet) in diameter.
- In any instance, a satellite dish may not be installed on the roof.
- The satellite dish shall be at a location that provides a good signal with the lowest possible visibility to neighbors and street traffic.
- Dish wiring must be buried deep enough so as not to interfere with landscaping activities.
- The necessary cable ingress opening through the exterior of the home shall be properly caulked/sealed.
- Site plan submitted showing location of satellite dish on property.

The Satellite Dish for unit

has been approved subject to the following conditions:

Signature of Director or Property Manager

Date

The Woods at Polaris Condominiums
APPLICATION FOR EXTERIOR ALTERATION/MODIFICATION

ARCHITECTURAL REVIEW CHECKLIST

The Association reviews the site plans, architecture, landscape architecture and site engineering and approvals for all new structures and/or modifications or additions of existing structures. No construction or installation shall commence without prior written approval from the Association and all required government approval.

The following is a schedule of information required at each review. Only complete submittals will be considered.

- Complete copy of the Alteration/Modification Application.
- Two (2) sets of complete building and site plans with specifications for the building and other permitted structures.
- Clearly marked site survey showing the location of the proposed improvement.

The Architectural Plans shall include (additions or structural changes):

- Floor plans for all floors.
- All exterior elevations at minimum showing height dimensions, roof pitches, materials and colors to be used.
- Selection of all exterior materials and finishes.

Landscape Design Review

- Two (2) complete sets of Landscape drawings and specifications.
- Landscape Plan should show:
 1. Existing and proposed trees.
 2. Proposed tree/vegetation removal.
 3. Patios, terraces, retaining walls and screen walls with dimensions and height where appropriate.
 4. Utility meters, air conditioning condensers and method of screening.
 5. Lighting with fixtures and transformer types and locations.
 6. Location and construction methods, materials, and colors which are not indicated on Site Plan.
 7. Plant materials list.