

Appendix B:

LINKS GLEN CONDOMINIUM ASSOCIATION

Architectural Guidelines

Introduction

The following Architectural Guidelines have been approved by the Board of Directors (Board) of the Links Glen Condominium Association (Association). These guidelines will guarantee that the Association units will maintain the architectural quality and style consistent with the existing design.

It is the responsibility of the Architectural Review Committee (ARC), and the Board to enforce the integrity of the community through careful maintenance of the Units and Common Elements.

The following will address a range of rules and regulations for the unit exteriors and Common Elements designed to enhance the quality of life for Unit owners by protecting the property values and safety for all.

The ARC, appointed by the Board, will be responsible to advise the Board on issues regarding questions and proposed changes to the buildings and overall appearance of the Association property.

If a Unit owner is interested in pursuing an alteration to the standard design, they must submit a request to the ARC who will review the request and make a recommendation to the Board of Directors. The Board will make final determination on the request. When submitting a request, the Unit owner should provide detailed information about the system, materials, design proposed and cost. This should include technical information as well as a drawing to clarify their request. The request may be filed electronically, however, if filed in hard copy, 4 copies of the request and supporting material should be provided to the Chair of the ARC. The Committee and the Board will complete their review and act within 30 days after a request is determined to be complete.

The following specific guidelines or policies have been approved by the Board.

A. Requests for Changes to Unit Exterior or Landscape

Links Glen appeal and quality is based in part on the use of standard materials and design detailing all of the Units. If a Unit owner desires to make any change to the Common Element of the Unit, approval must be secured in accordance with Paragraph 7.1.4 of the CC&R.

B. Exterior

It is the intention that an aesthetic balance of the Association property be maintained. No sign, shutter, awning, flag, screens, radio or television antenna, satellite dish, or any other object shall be hung, affixed to or displayed on the outside walls, windows, decks, patios, porches, roof or other exterior portion of any Unit, including the mulch area, without the prior written consent of the Board. Seasonal decorative items may be attached to a Unit exterior near the entrance without Board consent.

C. Decks and Patios

Furniture and plants located on the deck or patio area must be kept neat and maintained. Everything must be of sufficient weight or tethered so that the wind does not regularly disrupt or cause damage. Small storage units are allowed on decks and patios, provided they are not a detriment to the property.

Cooking grills are allowed on the deck or patio, but caution must be heeded to not cause damage to the Unit. Cooking grilles are allowed on exterior driveways and walkways only during use for cooking.

Spas or hot tubs are not allowed.

No attachments can be added to the deck or patio without written approval of the Board. This includes but is not limited to swings, screens, etc.

D. Mulch area

The Association provides maintenance of all landscape areas in Links Glen. This includes the lawn areas, the mulch beds adjacent to each Unit, sidewalks and driveways. If a Unit owner wishes to plant other materials in the mulch beds, they are permitted to do so with the stipulation that the maintenance of those plant materials will be their responsibility and no such planting may reach a height greater than three feet. Any added plant materials must be maintained in a continuous state of well-being throughout the growing season, and then appropriately cleaned up at season end. In addition to plantings, other decorative items, such as

bird houses, bird baths, and bird feeders may be placed within the mulch areas without Board consent. A maximum of three decorative items are allowed.

Links Glen has an irrigation system that provides adequate water on all common lawn elements. The system is on a rotational timer and controlled by a rain sensor. The Association provides the maintenance of this system, and the costs are included in your quarterly assessment. Watering for plant materials in mulch beds adjacent to Units, if required, is the responsibility of each Unit owner.

E. Trees and shrubbery

Should a Unit owner desire to plant a tree or shrubbery in the common area a request must be made to the ARC who will make a recommendation to the Board.

It is understood that:

1. The cost of any planting and installation is the responsibility of the Unit owner. The Unit owner is responsible for the cost of replacement for five years after the initial planting including the cost of removal and or replacement, if it is necessary.
2. The contractor doing the work must present to Links Glen a Certificate of Insurance, in accordance with the Handbook before any work is started.
3. Prior to digging, the contractor must identify all underground lines for cable, gas, electric, water and irrigation.
4. Once plantings have been in place for 5 years replacement becomes the responsibility of the Association.

F. Decorative Lighting

Decorative lighting is not allowed on the exterior of any Unit or in adjacent common area except during the holiday season (Thanksgiving – January 10th).

G. Landscape Lighting

Minimum landscape lighting may be added to the Unit entrance and at the patio. Requests should be made to the ARC.