

Wyndham Plantation Condo Association
C/O CHESAPEAKE BAY MGMT., INC.
603 PILOT HOUSE DRIVE, 300
NEWPORT NEWS VA 23606
Return Service Requested

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FRANK L. & LOIS J. ERICKSON
217 ZELKOVA RD
WILLIAMSBURG VA 23185-4361

New Condo
By-laws
2017

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**See important documents
attached**

4644320-17-2-14

WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION, INC.

c/o Chesapeake Bay Management, Inc.

287 McLaws Circle, Suite 1

Williamsburg, VA 23185

Phone: 757-706-3019

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January 11, 2017

NOTICE OF PUBLIC HEARING

There will be a public hearing for all unit owners of Wyndham Plantation Condominium Association at the Quarterpath Recreation Center at 2:30 p.m. on Wednesday, January 25, 2017. The meeting will take place just prior to the Board of Directors meeting. The purpose of the hearing will be for unit owners to comment and ask questions about the proposed amendments to our policy resolutions.

The purpose of the amendments is to update the maintenance responsibility of certain common assets to be consistent with the amendment to the Declaration and Bylaws passed by the membership in November 2016.

All changes are italicized or otherwise noted on the attached documents.

By Order of the Board of Directors

Randolph Lavender, Secretary
Wyndham Plantation Condominium
Association, Inc.

POLICY RESOLUTION NO. 6 DESIGN REVIEW PROCEDURES AND GUIDELINES

Policy Resolution 6 (1/21/15), page 6 of 11, para. G.



Decks, Doors, Windows, Doorbell, Knocker, Hardware, Locks, Etc. Maintenance and replacement of exterior main entrance door hardware is the responsibility of the Unit Owner. All replacements or any additions to door hardware must be submitted to the Covenants Committee for approval before any addition or replacement can be made. All replacement of door hardware must be consistent in style and color to that of the original hardware. Maintenance of Front façade exterior trims, porch railings, steps and porches are the responsibility of the Association. Maintenance is defined as cleaning and painting as necessary to protect the surfaces. Front trims and porch railings requiring replacement will be accomplished by the Association. Colors must be pre-approved by the Association only if a change in color is requested. Maintenance and replacement of exterior window assemblies, doors & doorframes and hardware are the responsibility of the owner except all caulking of doors and windows in brick façades is the responsibility of the Association. Maintenance of rear decks, including railings, steps, deck surfaces and supporting structures are the responsibility of the Owner. Rear deck maintenance is considered to be pressure washing and staining all surfaces as needed or at maximum frequency of five years. Rear deck and step repairs or replacements are the responsibility of the Association. The exception is those accomplished by Owners with or without HOA approval through the Covenants Committee via an Architectural Modification Request Form (AMRF) are the responsibility of the Owner.

POLICY RESOLUTION NO. 12

RULES AND REGULATIONS

Relating to governing the use of the property of the Association.

WHEREAS, the Bylaws give the Board of Directors all the powers and duties necessary for the administration of the WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION, and the Board of Directors may perform all such acts as are not prohibited by the Virginia Condominium Law or as are not required by the Association Instruments to be exercised by the Unit Owners exclusively, and

WHEREAS, the Bylaws state the Board of Directors shall have the power from time to time to adopt and amend the Rules and Regulations from time to time, deemed necessary for the benefit and enjoyment of the Association, and

WHEREAS, the Board deems it necessary and desirable to establish certain general Rules and Regulations governing the use of the property of the Association,

NOW, THEREFORE, BE IT RESOLVED THAT the following be adopted:

I GENERAL

- A. This resolution replaces and supersedes the document titled "Rules and Regulations of the Wyndham Plantation Condominium Association" and adopted by the Board of Directors on July 21, 2010.
- B. This resolution is adopted to enhance the quality of life and preserve the aesthetics and property value of the community.
- C. The use of the property comprising the Condominium shall be in accordance with the provisions of the Declaration, the Bylaws and the Resolutions duly adopted by the Board of Directors, all of which shall apply to each Unit owner and his or her family, guests, employees, contractors, agents and lessees.
- D. Each Unit Owner shall be responsible for the actions of his or her family, guests, employees, contractors, agents and lessees.
- E. For the purpose of this Resolution, the term "Common Area" shall mean any area within Wyndham Plantation that is NOT internal to any Unit (residence).

- 4644320-17-4-14
- F. Throughout this Resolution the abbreviation WPCA shall mean the Wyndham Plantation Condominium Association and AMRF shall mean the Architectural Modification Request Form.



II APPROVAL PROCESS & REQUIREMENTS

- A. No Unit owner, guest or other person shall make or permit to be made a STRUCTURAL OR EXTERIOR ALTERATION to a (1) LIMITED COMMON ELEMENT (that which is directly part of, attached to, or designated for the Unit owner's use), or (2) a COMMON ELEMENT without the prior written consent of the WPCA Covenants Committee or Board of Directors. Policy Resolution No. 6, Design Review Procedures and Guidelines, defines the process for applying for approval of a proposed change by the Covenants Committee.

NOTE 1. Approval requests are made by completing an Architectural Modification Request Form (AMRF). A copy of this form is provided as Exhibit A of Policy Resolution No. 6. Upon execution of the form, send it to the WPCA Managing Agent for appropriate processing. It will be logged in and forwarded to the Covenants Committee for review and action. Anyone desiring proof of delivery by certified/return mail may do so.

NOTE 2. AUTOMATAIC APPROVAL PROCESS – See Attachments No. 2, 3, 4, 5, 6, 7 and 11 for items that may be given AUTOMATIC APPROVAL. Certain specific items have been given an “automatic approval” for installation within the Community. For implementation of these specific items, the following procedure is required (1) Execute an AMRF. (2) Acquire the signatures of surrounding neighbors is NOT necessary. (3) You may send the AMRF to the WPCA Managing Agent by certified mail/return receipt if you desire proof of delivery. (4) Comply with the specific requirements indicated for Automatic Approval.

NOTE 3. Approval of any project by the Covenants Committee or Board of Directors does not waive the necessity of obtaining the required governmental permits, including approval by the City of Williamsburg Architectural Review Board, when required. It is the Unit owner's responsibility to obtain such permits and approval. If a building permit is required to perform the work, the Unit owner must also complete and attach a “WYNDHAM Contractor Information” form with the AMRF request. (See Attachment No. 12 for a copy of this form.)

- B. If a Unit owner alters the exterior of the Unit, including Limited Common items such as front porches and steps, rear decks and steps, and rear privacy walls & trellises,

without first obtaining written approval of the plans, they do so at their own risk. If the Unit owner fails to submit an application, or if the application is denied or modified, the Unit owner will be responsible for the cost of removing or altering the exterior change in addition to the cost of enforcement, if necessary.

- C. All items approved by the Covenants Committee or Board of Directors shall be kept in good repair. The Unit owner has the sole and full responsibility for upkeep and maintenance of all items they place in the Limited Common or Common area.
- D. A Unit owner may apply in writing to the Board of Directors to request a special exception or variance of these Rules and Regulations.

III PLANTINGS Also see Policy Resolution No. 6 IV (J)

- A. Annuals, perennials, and vegetables may be planted in containers placed on the rear deck or in plots not to exceed 20 square feet in the yard immediately to the rear of a Unit. Prior written approval of the landscape Committee must be obtained. Residents must apply for permission by submitting an AMRF to the WPCA Managing Agent for forwarding to the Landscape Committee. Those desiring to plant vegetables in the ground at the rear of their unit must attach a sketch showing the shape, location and dimensions of the proposed vegetable garden. Such plantings shall then be the responsibility of the Unit owner. The Unit owner shall be responsible for the upkeep, maintenance, removal and disposal of dead decaying plants, and weeding of the area.
- B. Planting of trees and shrubs by a Unit owner in their Limited Common Area or in a Common Area requires prior written approval of the Landscape Committee and the Covenants Committee. Unit owners must acquire consent of neighbors on the AMRF. Send the AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee who will review the application for suitability with input from the Landscape Committee.
- C. Except for approved trees, the mature height of items planted may not exceed four (4) feet. Should any plants exceed the 4' mature height limit, the Board of Directors may, after notice to the Unit owner, have the plant removed or pruned, and assess the Unit owner for the expense.
- D. Potted plants placed on a front porch or rear deck must be portable. The containers must be constructed of wood, clay, plastic or composite materials. Unit owners shall bear the cost to repair any damage or deterioration as a result of container plantings. See Policy Resolution No. 6, IV-Design Guidelines, 1.5-Planters.



- E. Unit Owners shall be responsible for calling Miss Utility to come to the site and mark all underground utilities before commencing any work. The Association also has an underground irrigation system in place. This is NOT an item that can be located by Miss Utility. Should a Unit owner damage the irrigation system by digging or by any other means, the Owner shall be responsible for the cost to repair any damage.

IV. PERSONALIZATION/DECORATIONS

- A. COVENANTS COMMITTEE WRITTEN APPROVAL IS REQUIRED BEFORE any item may be placed in, placed on, attached or hung from any Unit’s Limited Common Area, such as privacy fences between units, or any Common Area. Send an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee. They shall consider approval of a total of five (5) items being placed in the front façade mulch beds of any Unit. Statuary and yard ornaments shall be no taller than 3’, with a maximum footprint of 2’ in diameter. Only one such sized item shall be permitted. The remaining four items must be of a smaller size. The only exception to the height limitation shall be an ornamental “Moses” basket hanging planter or similar device. These may be up to four (4) feet in height. This includes, but is not limited to:
 - (1) Bird feeders – Maximum two in addition to one hummingbird feeder.
 - (2) Bird houses – Maximum of one.
 - (3) Wall hangings, planters, hanging plants, baskets, ~~tables~~, statuary, fountains, ornaments and large rocks require submitting to the Covenants Committee an AMRF. To avoid conflicts with yard maintenance, benches, chairs, swings, gliders, hammocks and tables may only be placed on front porches and rear decks.
- B. The Unit owner shall be responsible for any damage caused by a personalization, even though such personalization has Covenants Committee approval.
- C. Placement of such items may not impede or interfere with any of the Association maintenance of landscaping.
- D. The Unit owner shall be responsible for any damage caused by the placement of landscaping items. (See Section IV.A. above), even though the Unit owner has the approval of the Covenants Committee.

E. Trees shall not be used for hanging plants.

F. ITEMS NOT PERMITTED:

1. Wind chimes.
2. Ornaments or decorations that make noise.
3. Ornaments or decorations with moving parts.
4. Plastic or wooden ornaments.
5. Artificial flowers or greenery, except as included in a door wreath or holiday decoration.
6. Only one (1) door wreath or decoration is permitted at a time.
7. Fans or air conditioners installed in a window.

V. MISCELLANEOUS ITEMS

The following is provided relative to specific items laced in or placed on the Limited Common or Common Area:

- A. Hoses – Garden hoses and hose reels used for watering are approved. Hose reels must be stored directly adjacent to the hose bib. Hoses must be kept on a hose reel, or must be kept out of sight. Hoses shall not be left on drives, walks or grounds when not in use.
- B. Signs – The signs listed below as items 1, 2 & 3 are Permitted without Covenants Committee approval.
 1. One (1) yard security sign may be displayed in the REAR of the Unit.
 2. Security signs no larger than 4" x 4" may be placed in the window(s) of the Unit.
 3. One "For Sale" or "For Rent" sign may be placed in one window of a Unit.
 4. All other signs being placed at any location in the community (to include advertisements or posters) shall have prior written approval of the Board of Directors. The community bulletin boards attached to the mailbox shelters are for community business or activities only. Political signs are not permitted.
- C. Decks and their use.
 1. Decks must be kept clean and free from unsightly objects.
 2. No objects may be stored on the decks, to include but not limited to toys,



sporting goods, bicycles, trash cans, ladders, building materials. Deck

furniture may be stacked and covered during the winter season.

3. Nothing may be stored underneath a deck other than temporary storage (out of season) of flower/vegetable containers and typical deck furniture.
 4. No carpeting or doormats may be permanently affixed to the deck.
- D. Deck Cleaning & Sealing – See Attachment No. 2 for specific requirements for Automatic Approval Process. Send an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee.
- E. Storm Doors – Attachment No. 7 lists the make and models of the full view storm doors which have been granted Automatic Approval Process for installation Send an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee. Any damage determined to be caused by the installation of a storm door shall be repaired at the cost of the Unit owner.
- F. Window Tinting – See Attachment No. 5 for a list of the types of window film that have been given the Automatic Approval Process for installation. Send an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee.
- G. Motion Lights – See Attachment No. 3 for make and model for Automatic Approval Process. Send an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee.
- H. Satellite Dishes – See Policy Resolution No. 10 “Satellite Dishes” which delineates the general installation requirements. All Unit owners wishing to install a satellite dish must comply with the requirements of Policy Resolution No. 10 “Satellite Dishes of the WPCA”. See Attachment No. 6 for conditions for Automatic Approval Process. A \$150.00 deposit is required (see Policy Resolution No. 10). Send the AMRF to the WPCA Managing Agent (with the deposit) for forwarding to the Covenants Committee.
- I. Trash – All garbage and trash shall be placed in containers provided by the City of Williamsburg trash contractor. To receive a trash container, contact the City of Williamsburg at 220-6164. Trash containers must be stored within the designated trash enclosures located on the two exterior ends of the buildings or within the Unit garage. Trash containers must be placed at the curb with the front toward the street on specified days (or the evening before at dusk) for pickup, and returned to the trash enclosure or Unit garage as soon as possible. *To protect street light poles, DO NOT place the container within six (6) feet of any street light pole.* All containers shall be retrieved within 12 hours of collection. Unit owners are asked to have a neighbor retrieve their container if they do not expect to be home.

- J. Recycling – The City of Williamsburg provides recycling. To receive a recycling container, contact the City of Williamsburg at 220-6140. Several sizes are available if you would prefer a smaller or larger container than was initially provided. Items in the containers are to be placed in such a manner as to keep them from blowing and littering the community. Recycling containers must be placed at the curb with the front toward the street on specified days (or the evening before at dusk) for pickup, and returned to the Unit garage as soon as possible. *To protect street light poles, DO NOT place the container within six (6) feet of any street light pole.* All containers shall be retrieved within 12 hours of collection. Unit owners are asked to have a neighbor retrieve their container if they do not expect to be home.
- K. Stepping Stones – See Attachment No. 4 for approved type and placement of stepping stones for Automatic Approval Process. Send an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee.
- L. Garage Doors – When the garage is not being used for vehicle entry/exit or for access to garage contents during exterior work by the Owner, garage doors shall be kept closed.
- M. Brass Door Knockers & Kick Plates – Owner must prepare an AMRF and forward it to the WPCA Managing Agent for forwarding to the Covenants Committee for review and action. Installation of these items, if approved, may void door warranty. See Policy Resolution No. 6 IV (G).
- N. Noise – Residents and their guests shall exercise extreme care not to disturb other residents and shall not make noises or use musical instruments, radios, televisions and amplifiers in such a manner as to cause unreasonable annoyance to other residents. The period from 11:00 p.m. to 7:00 a.m. each day is designated as “Quiet Hours.”
- O. Parking – See Policy Resolution No. 7, “Parking Policies”, which delineates all parking rights and restrictions. Attachment No. 8 is the REQUIRED vehicle registration form. To receive a vehicle decal, submit the form to the WPCA Managing Agent.
- P. Pets – See Policy Resolution No. 8, “Pet Policies” which delineates all pet guidelines, requirements and restrictions. Provided as Attachment No. 9 is a REQUIRED Pet Registration form. Submit the form to the WPCA Managing Agent.
- Q. Maintenance Responsibilities – See Attachment No. 10 which delineates the Unit Owners’ and Association’s areas of responsibility for maintenance, upkeep and repair.
- R. Paint Colors – See Attachment No. 11 for a list of all exterior paint colors for front, rear and side doors, excluding the overhead garage door. All other outside painting



is the responsibility of the Association. Owners must submit an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee indicating the color proposed for the exterior surface of doors. All exterior doors in a specific building must be painted the same approved color.

- S. Window Treatments – Window treatments must be installed on all Unit windows with the exception of the round top windows located in the front and rear of certain Units, and the transom and sidelights around front doors. All window treatments and drapery linings must be white or off-white in color on the side facing the exterior of the Unit.
- T. Outdoor Fireplaces – Outdoor fireplaces and/or portable fire pits are prohibited.
- U. Drying of Clothing and Other Fabrics – Drying or airing of clothing or other items is not permitted on decks, from a window, or in any way visible from the exterior of all Units.
- V. Moving in and Out – Moving in or out of a Unit must be done between the hours of 8:00 a.m. and 9:00 p.m. Moving vehicles are NOT permitted on driveways, walkways, curbs or grassy areas, as pavements, other than Zelkova Road, are not designed to support vehicles other than normal automobiles and trucks below 1.5-ton capacity. Further, grass areas contain irrigation piping near the surface and edge of pavements. Unit owners are responsible for any damages.
- W. Exterior Lights – All exterior lights including those located on the front porch, above exterior garage and side doors, at rear doors, in exterior windows or in garden areas shall only be WHITE in color. No other color is permitted, except for “Bug” lights that are yellow in color. Maintenance and replacement of all exterior light fixtures are the responsibility of the Owner. Send an AMRF to the WPCA Managing Agent for forwarding to the Covenants Committee. All replacement fixtures should match the design of the current fixture to the maximum degree possible. See Policy Resolution No. 12, Attachment 3 for further information. If Owner wishes, the fixtures may be changed to those containing the motion-sensor feature. Further, if an Owner wishes to install a different product than is specified in Attachment 3, with your AMRF submittal include an attachment picturing the preferred light. Caulking of exterior fixtures to the brick façade will be performed by the Association. Notify the WPCA Managing Agent when installing new light fixtures on brick facades only. No caulking is required for fixtures to vinyl siding.
- X. Party Lights – For a special party event, party lights are permitted to be placed in the side and/or rear yard of the Unit for a maximum 24-hour period.
- Y. Holiday Decorations – Exterior decorations fastened to the Unit façade must be attached with fasteners that do not penetrate the exterior of the Unit. Fasteners

must also be removed when decorations are removed. Christmas holiday decorations may not be installed prior to Thanksgiving and must be removed before January 10th. Seasonal decorations (such as Easter & Halloween may be installed no more than 3 days before and must be removed within 3 days after the holiday.

Existing "Z" not used.

- Z. Wiring – No Unit owner, guest, resident or lessee shall personally install any exterior wiring for electrical, telephone, TV cable, Dish Antenna, or internet service. Except for TV dishes, no TV antenna shall be installed on any Unit.

- AA. Solicitation – All door-to-door commercial solicitation is prohibited. Placing of materials under or on Unit doors is strictly prohibited, unless express written permission is granted by the Board of Directors. Violations should be reported at once to the WPCA Managing Agent.

- BB. Disposal of Smoking Materials – It is prohibited to dispose of used cigarettes, cigars, tobacco ashes and matches or other debris on any part of the Limited Common or Common areas.

- CC. Obstruction – All pedestrian and vehicular ways shall not be obstructed in any way.

- DD. Leasing of Units – The minimum lease period is 12 months. There are leasing restrictions in place as to the number of units that may be leased at any particular time. Refer to the Wyndham Bylaws and Policy Resolution No. 11 "Leases" for a full list of all leasing requirements and restrictions.

- EE. Association Meetings – The bulletin boards located at the mailbox areas are posted with informative items and updated often. Please refer to the bulletin boards for important notices of meetings, etc. Owners are also referred to the WPCA Managing Agent's Wyndham Plantation Condominium Association website, www.smartstreet.org where valuable information may also be obtained, such as meeting agendas, governing documents, etc.

- FF. Responsibility for Acts – Per the WPCA Bylaws, no Unit owner, guest, lessee or other person shall commit any act or create any condition which results in an increase in the cost of any policy or insurance maintained by the Association, or violate any provision of any policy of insurance maintained by the Association. Should a condition occur which causes a policy premium to increase, the policy premium increase will be assessed against the Unit owner causing the condition.



VI. VIOLATIONS

- A. If an Owner or agent of the Association observes a person violating a rule or regulation, they are first encouraged to seek an informal cessation of the violation through an amicable discussion with that person.
- B. To initiate action under the Association's due process procedures (Special Resolution No. 1) against a person violating a rule or regulation, a signed, written complaint must be submitted to the WPCA Managing Agent identifying the person committing the violation and describing the violation, including the date and time.
- C. According to Section 55-79.80:2 of the Virginia Condominium Act, all violations of the condominium instruments or rules and regulations or their amendments may carry a charge not to exceed \$50.00 for a single offense or \$10.00 per day for any offense of a continuing nature and shall be treated as an assessment against such Unit Owner's condominium unit for the purpose of Section 55-79.84 of the Virginia Condominium Act. Before any charges can be assessed, the Unit owner shall be given an opportunity to be heard under the due process procedures of the Association (Special Resolution No. 1, Due Process Procedures).

VII. PREVENTIVE MAINTENANCE PROGRAM PLANNING AND SCHEDULING

- A. Based on many years of experience, WPCA has implemented a long-range maintenance program with the overall objective of periodically checking and repairing the key elements of the Association (called a PREVENTIVE MAINTENANCE PROGRAM), as necessary, to maintain the quality, functionality and beauty of our community. This includes an organized method of identifying the key maintenance elements to be checked (Attachment 10), and when they should be checked/scheduled for repair work (Attachment 13). This approach facilitates the maintenance planning and budgeting process, ensures all elements are included to support WPCA Board responsibilities, and finds problems as early as possible, thereby allowing repairs to be made at lower costs.
- B. Maintenance elements have been defined to be inclusive, thus helping to find maintenance items of interest, and activating assigned responsibilities to complete maintenance actions.
- C. Working samples are provided to facilitate the development of planning documents (e.g. list of maintenance actions, frequency of periodic checks, estimates of actions' costs, etc.).

- D. The annual budget process begins when appropriate documents, such as draft budgets, are developed by a member of the Board, a Management Committee member, and the Management Agent. These documents support the maintenance planning and scheduling process. The draft budget is provided to Board members for review and inclusion with other input and development of a final annual budget.
- E. Attachment 13 presents an approach that facilitates the maintenance planning and budgeting process, ensures all elements are included to support Board responsibilities, and to find problems as early as possible, thereby allowing repairs to be made at lower costs.
- F. Maintenance elements have been defined to be inclusive and to help find maintenance items of interest, plus to assure assigned responsibilities to complete maintenance actions have been updated.
- G. Working samples are provided to facilitate development of planning documents (e.g., list of maintenance actions, frequency of periodic checks, estimates of actions' costs, etc.).
- H. The annual budget process begins when appropriate documents, such as draft budgets, are developed by a member of the Board, a Management Committee member, and the Management agent to support the maintenance planning and scheduling process. The draft budget is provided to the Board members for review and inclusion with other input and documents in order to develop a final annual budget.
- I. The Maintenance Committee is responsible to periodically update the Preventive Maintenance Program Planning and Scheduling process to incorporate lessons learned. Members of the Board, the Maintenance Committee, and other members of the Association are encouraged to identify maintenance problems, and suggest potential improvements to the process.



INDEX OF ATTACHMENTS

1. Deleted (Note – AMRF deleted by referring to Attachment A in PR No. 6)
2. Deck Cleaning and Sealing/Automatic Approval Process
3. Motion Lights/Automatic Approval Process
4. Stepping Stones/Automatic Approval Process
5. Window Tinting/ Automatic Approval Process
6. Satellite Dishes/ Automatic Approval Process
7. Storm Doors/ Automatic Approval Process
8. Vehicle Registration Form – REQUIRED
9. Pet Registration Form – REQUIRED
10. Wyndham Plantation Maintenance Elements and Responsibilities
11. Paint Colors/ Automatic Approval Process
12. Wyndham Contractor Information Form
13. Wyndham Plantation Maintenance Schedule and Cost Estimates

Revision	Action Summary	Date
1	Adopted	2/15/07
2	Changes to section IV. Personalization/Decorations; adding maximum two (bird feeders) in addition to one hummingbird feeder and maximum one bird house.	1/16/08
3	Removed requirement that AMRF be mailed via certified/return receipt. Mailing via these options is available if owner desires proof of delivery.	1/12/09
4	<p>The requirement to illuminate American flags flown at night was added.</p> <p>Owners are referred to the association's website.</p> <p>There were several minor changes to wording.</p>	7/21/10
5	<p>*III,A: Additional directions on planting annuals, perennials and vegetable gardens.</p> <p>*IV,A: A total of 5 items in the mulch beds are now allowed, with clarification on what types of items are allowed</p> <p>*IV,G: Entire section removed, flags are covered in Policy Resolution #6</p> <p>*IV,H: Removed, garden flags are covered in Policy Resolution #6</p> <p>*V,C: Removed, grills are covered in Policy #9</p> <p>*V,D: Clarification on deck furniture and items that may be stored under decks</p> <p>*V,K: Clarification on proper storage of recycling bins, 'bin' changed to 'container' due to change in City policy.</p> <p>*V,X: Clarification on maintenance and replacement of exterior lighting</p>	1/21/15
6		

WYNDHAM ON THE PARKWAY

CONDITIONS FOR CLEANING & STAINING OF DECKS, & DIVIDER FENCING

An Architectural Modification Request Form is NOT required if Brand name, color, and Processes for application are performed as stated below. This is considered routine Unit owner maintenance.



To clean: Apply Wolman Deck Cleaner (Available at Lowes: Rustoleum now owns) as per label instructions. Power wash deck after the cleaner has been applied. Allow deck to dry for a minimum of two (2) days.



To Finish & Stain: Suggest Behr F & P Finish & Preservative as per label instructions, as it lasts 5 to 7 years. May use other brands, if desired.



Only Approved stain colors: Natural, Clear, or suggest Behr Sandal ST 121 or Behr Valise ST 123. Due to the ages of the decks, these two Behr pre-approved darker colored semi-transparent stains have been added for better coverage.



POLICY RESOLUTION NO. 12, ATTACHMENT 10

WYNDHAM MAINTENANCE AND REPAIR RESPONSIBILITIES

Policy Resolution No. 12, Attachment 10 (Revised & Expanded)

WYNDHAM ON THE PARKWAY

May 20, 2016

WYNDHAM PLANTATION MAINTENANCE ELEMENTS AND RESPONSIBILITIES

SUBCATEGORIES/ELEMENTS	ASSIGNED TO	TYPE OF ELEMENT	COMMENTS
FOUNDATION ASSEMBLY			
Footings, masonry walls & piers, air vents, crawl space sand/vapor barrier, access hatch, electric dehumidifier.	Association	CE	Includes appropriate repairs to Owner elements damaged by failures. Association to perform crawl space inspections for moisture damage.
STRUCTURAL LOAD-BEARING FLOOR ASSEMBLY			
Floor joists, subfloors, first floor insulation between floor joists.	Association	CE	Includes appropriate repairs by Association to Owner elements damaged by failures. For heavy Owner items (pianos, waterbeds, etc.), submit an Architectural Modification Request form (AMRF) to assure appropriate weight distribution.
LOAD-BEARING WALL ASSEMBLY			



<p>Wood framing of exterior walls plus all interior load-bearing walls & party walls (firewalls) between units, exterior sheathing, vapor barrier, brick wire ties, steel brick angle lintels over doors & windows, metal flashings & exterior frames & trims around doors & windows, all brickwork & vinyl drop siding, exterior & party wall insulation, interior sheetrock on load-bearing & party (fire) walls.</p>	Association	CE	<p>Includes appropriate repairs to Owner elements damaged by failures. Does not include any repairs to paint, wallpaper, paneling and/or trims on interior exposed surface of exterior walls. Includes painting of steel angle brick lintels over doors & windows, and caulking of vinyl drop siding to brick top course. <u>Association</u> responsible for all address plaques. <u>Unit Owner</u> responsibility includes finishes/trims, including paint, on interior side of exterior and party (fire) walls.</p>
<p>Doors & windows including overhead & personnel garage doors, storm doors, all door & window hardware.</p>	Unit Owner	U	<p>Owner is responsible for any applied window tinting films and all painting of exterior doors. All exterior doors (except overhead garage doors) must be painted the same specified color for each building on the exterior surface. Association is responsible for all caulking on brick facades.</p>
NON LOAD-BEARING WALLS			
<p>Wood framing, wall sheetrock plus 1st floor ceiling sheetrock, all interior doors & hardware, interior trims of exterior doorframes & trim, baseboard assemblies, owner-added trims such as chair rails, wall moldings & cove moldings.</p>	Unit Owner	U	<p>Owners desiring changes to non-load-bearing walls must obtain approval from Association by an AMRF <u>to assure wall in question is not load-bearing and for adequate structural support of modified wall</u>. Owners are responsible for all moldings added to both load-bearing and non-load-bearing walls.</p>
ROOF ASSEMBLY			

Roof trusses & framing, roof sheathing, ice shields, all flashings including roof & roof overhang assemblies, natural gas & plumbing vents & boots, tarpaper, shingles, ridge vents, 2nd floor ceiling sheetrock & insulation, mechanical vents to first joint below roofline (less power wiring), guttering, downspouts, & splash blocks.	Association	CE	Association is responsible for painting all roof vents, as required. All electrical power wiring is Unit Owner responsibility, including attic exhaust fans.
ATTICS			
Unfinished storage space above 1st or 2nd floor upgrades.	Unit Owner	U	2nd floor sheetrock ceilings, attic insulation, and attic subflooring are the responsibility of Association. Any Owner installed upgrades from original construction are responsibility of Owner. Submit AMRF.
ELECTRICAL POWER WIRING			
All electrical power wiring, devices, wall plates, hard-wired light fixtures & ceiling fans, power distribution panel(s) and service line from electrical meter.	Unit Owner	U	Includes all Owner-installed emergency power generators and related system connections to standard house wiring. The preferred location is in the rear of the Unit. All electrical work requiring City of Williamsburg permit must be performed by a licensed electrician.
WATER & SEWER PLUMBING			



<p>All hot & cold water distribution & sewage drainage, hot water tank including tank vent piping to roof vent joint, water, gas, and electric service serving each unit, tankless hot water systems, sinks, toilet & shower fixtures, garbage grinder, and sewerage piping systems to under-street collection piping.</p>	<p>Unit Owner</p>	<p>U</p>	<p>Includes exterior water service line from meter connection, electrical service line from electric service meter, gas service line from gas meter, and exterior sanitary sewer service line from crawl space connection to HOA main collection pipe under street.</p>
<p>INTERIOR FINISHES</p>			
<p>All interior finishes to floors, walls, and ceilings including, but not limited to: paint, wallpaper, paneling & ceramic tile on walls; carpeting, wood flooring, ceramic tile, marble, granite, and other floor finishes applied to subfloor.</p>	<p>Unit Owner</p>	<p>U</p>	<p>All replacements and/or upgrades of any kind made by Owners after initial purchase of the Unit are the responsibility of the Owner, including all maintenance and repair and/or replacements necessary. An example is Owners are responsible for all moldings added to both load-bearing and non-load-bearing walls, and to 1st & 2nd floor ceilings.</p>
<p>CABINETWORK</p>			
<p>All interior cabinetwork including kitchen, bathroom, closets, and custom cabinetwork in all spaces.</p>	<p>Unit Owner</p>	<p>U</p>	<p>Includes all installed (not hung) bathroom mirrors and medicine cabinets.</p>
<p>APPLIANCES</p>			
<p>All appliances including kitchen microwave with any exhaust ducting to exterior, stove/oven, washer/dryer, dishwasher, refrigerator/freezer and fireplace log assembly.</p>	<p>Unit Owner</p>	<p>U</p>	<p>Includes clothes dryer venting systems and bathroom venting systems including ducting and fan devices, and gas services to all gas appliances from gas meter to appliance. Caulking of dryer vent and bathroom vent outlets to brick façade are Association responsibility.</p>

SECURITY SYSTEMS			
All owner-installed security systems including wiring and detection devices.	Unit Owner	U	Most units were prewired for security systems to doors and windows. All units were equipped with hardwired fire detection devices. Some of the wiring is in use by owner-installed security detection devices; others are not used as most newly-installed security devices are wireless. Fire & security devices are Unit Owner responsibility for maintenance, repair, and replacement, as needed. Replacement of fire detection devices every ten years is recommended.
HVAC SYSTEMS			
Includes furnaces, heat pumps, air conditioning systems, all ducting, power and control systems, gas service lines & refrigerant lines.	Unit Owner	U	Includes concrete or plastic mounting pads for exterior units.
COMMUNICATIONS & TV SYSTEMS			
	Unit Owner	U	Internal wiring from servicing commercial connection points/antennas to devices within Unit, such as TVs, internet service & telephone service is Unit Owner/Service Provider responsibility.
EXTERIOR ITEMS			

WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION

603 Pilot House Drive, Suite 300
Newport News, VA 23606
757-706-3019 / Fax 757-345-6532

May 13, 2015

Dear Wyndham Plantation Owners and Residents,

Enclosed are copies of the newly revised policy resolutions which were adopted by the Board of Directors at a recent meeting. The newly revised resolutions are effective immediately.

Included in this packet:

1. Policy Resolution No. 6 Design Review Procedures and Guidelines
2. Policy Resolution No. 7 Parking and Vehicle Policies
3. Policy Resolution No. 8 Pet Policies
4. Policy Resolution No. 9 Use of Units and Common Elements
5. Policy Resolution No. 12 Rules and Regulations
6. Policy Resolution No. 12, Attachment 7 Storm Doors

Please be sure to place these items with your important community documents. If you have any questions please contact the management company at 757-706-3019.

Sincerely,



Jennifer H. Smith, CMCA, AMS
Managing Agent

WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION

**POLICY RESOLUTION NO. 6
DESIGN REVIEW PROCEDURES AND GUIDELINES**

Relating to changes to Units, Limited Common Elements or Common Elements

WHEREAS, the Bylaws gives to the Board of Directors all the powers and duties necessary for the administration of the **WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION**, and the Board may do all such acts and things as are not prohibited by the Virginia Condominium Act or as are not required by the Association Instruments to be exercised and done by the Unit Owners exclusively; and

WHEREAS, the Bylaws requires that certain alterations and additions made by a Unit Owner to the Unit(s), common elements or limited common elements be submitted in writing to the Board or the Architectural Committee, as appropriate, and approved by such before any alteration or addition is initiated; and

WHEREAS, the Board deems it necessary and desirable to establish guidelines and procedures for Unit Owners wishing to make changes to their Unit, a Limited Common Element or a Common Element; and

NOW, THEREFORE BE IT RESOLVED THAT the following be adopted:

I. GENERAL

- A. No exterior alteration or addition may be made without prior application to and approval of the Covenants Committee or the Board of Directors, except as noted in this Resolution.
- B. The interior Unit changes that affect any interior item owned by the Association such as structural or support systems or components, or utilities serving other Units or the Common Elements identified in this resolution, also require approval.
- C. Certain changes and additions are prohibited by this Resolution, the Association Instruments and the state statutes.
- D. All Owners are responsible for assuring that changes and additions are made only in accordance with the provisions of this Resolution.
- E. All approved modifications in existence at the time of the adoption of this resolution shall be 'grandfathered' for purposes of enforcement of this resolution.

II. APPLICATION PROCEDURES

- A. Requirements for all Applications:
 - 1. Owners wishing to make any of the changes requiring approval must submit the proper written authorization to the Managing Agent, who shall forward it to the Covenants Committee, with all appropriate sections completed. The request may be sent by certified mail if proof of delivery is desired. A copy of the Architectural Modification Request form is attached as Exhibit A.
 - 2. Oral requests will not be considered.
 - 3. Each alteration or addition must be specifically approved even though the intended alteration or improvement conforms to the Association Instruments or this Resolution, and

even when a similar or substantially identical alteration or addition has been previously approved.

4. Since the Association cannot control work performed within a Unit, the Unit Owner is responsible for assuring that any changes or additions are made in conformance with the Association Instruments and this resolution. Failure to comply subjects the Unit Owner to the remedies set forth in the Association Instruments, and the Book of Resolutions.
 5. Approval of any project by the Association does not waive the necessity of obtaining the required governmental permits, including approval by the City of Williamsburg Architectural Review Board; when required.
 6. Obtaining a governmental permit does not waive the need for Association approval.
 7. The applicant must assure the project meets all local building and zoning codes. The Association will not knowingly approve a project that is in violation of the local building or zoning codes.
 8. All modifications made to Common Areas or Limited Common Areas shall be made only by a licensed and insured Virginia contractor covered by workman's compensation. This requirement includes, but is not limited to, changes made to fencing, decking, dividers and pergolas.
 9. The burden rests with Applicant to demonstrate the acceptability of the proposal. The Applicant may submit with the Architectural Modification Request all pertinent information and any materials such as exhibits, petitions, photographs, experts' statements and the like that the applicant deems necessary. The Applicant may request an opportunity to appear before the Committee, along with any witnesses the applicant desires to have testify.
- B. Additional Requirements for Major Changes. Major changes, such as removal or installation of partitions, must meet the following requirements as appropriate:
1. No change may be made to the unit that would alter or remove any interior partition that contributes to the support of the unit or building.
 2. Where the change affects common utilities or involves temporary interruption of common utility service, applicants are required to coordinate arrangements with the Managing Agent prior to commencing work. In any case, common utility service may not be interrupted except between the hours of 8:00AM and 5:00PM on weekdays. Service may not be interrupted on weekends or generally observed holidays.
 3. Applicants are responsible for the removal of debris generated in the course of the change.
 4. No sawing, hammering or other noise construction activities are permitted except between the hours of 8:00AM and 6:00PM on weekdays that are not holidays and between the hours of 10:00AM and 5:00PM on weekends and holidays.
 5. For major interior renovations that affect any interior item owned by the Association such as structural or support systems or components, or utilities serving other Units or the Common Elements, the following may also be required to the extent applicable:
 - a. Letter of transmittal
 - b. Floor plans
 - c. Construction schedule
 - d. Proof of approval of other Owners affected or involved, if any, and approval of mortgagors if required
 - e. Name of contractors and mechanics

- f. Final drawings
 - g. Proposed contracts
 - h. Location or storage site of building materials
 - i. Arrangements for temporary access, if any
 - j. Certificates of insurance for contractors
 - k. Such other information as the Committee may require, such as, but not limited to, a building permit issued by the City of Williamsburg
6. Administrative Requirements:
- a. Applicant must inform the Managing Agent of the date on which construction starts and finishes.
 - b. If Applicant desires to make changes during construction, a revised application must be submitted to the Covenants Committee, which shall promptly act upon the revised application.
 - c. Applicant must provide the Association with notice of completion.
 - d. Upon completion, the Covenants Committee may inspect the Unit and common elements and, if satisfied that construction is in compliance, will issue a Certificate of compliance.

III. RESULTS OF REVIEW

- A. The Covenants Committee shall act on the submission and give notice to the applicant within forty-five (45) days from the receipt of the completed application, including all required submissions.
- B. If the Applicant fails to receive a reply indicating a decision within forty-five (45) days from the receipt of the completed application and required submissions, the applicant may request the full Board of Directors to decide upon the submission at the next regularly scheduled Board meeting.
- C. If a proposal is rejected, the reasons for the disapproval shall be stated as part of the written decision.
- D. The Applicant may resubmit a request or ask for reconsideration. New or additional information that might clarify the request or demonstrate its acceptability can be provided. Applicant must request such reconsideration by the Covenants Committee before Applicant may appeal a decision to the Board of Directors.
- E. If the application for reconsideration is again denied by the Covenants Committee, the Applicant may appeal the decision to the Board.
- F. Copies of all Architectural Modification Requests will be maintained by the Managing Agent and will be filed according to unit number, and street address along with the written decision and a statement of action taken, if any. For future reference, there will be a cross index which categorizes cases into types. This index shall be made available to any Owner considering an alteration or improvement to his Unit.
- G. All approvals shall expire six (6) months after the date of approval if the item approved has not been completed, unless an extension has been granted by the Committee.

IV. DESIGN GUIDELINES

- A. Exterior Antennas. Exterior antennas of any type are prohibited except for such antenna systems installed by or with the consent of the Association. See Policy Resolution No. 10 for satellite dish regulations.
- B. Interior Alterations and Relocation of Partitions. Renovations to the interior of a Unit may be made and non-load bearing partitions within a Unit may be relocated upon proper written application to and approval of the Covenants Committee. Applicant is responsible for removal of any debris resulting from the renovation and relocation. If the renovation or relocation involves the relocation of any common element pipes, writing conduits or the like, applicant is responsible for restoring same. The applicant shall notify all adjacent unit owners of any impending alterations or relocation of partitions.

In accordance with the state law, the unit owner shall have the right to create a doorway or other aperture between two adjoining units if he is the Owner of such units. Such alteration must be approved by the Covenants Committee and must conform to any requirements stipulated by this resolution.

- C. Relocation of Boundaries and Subdivision of Units. Pursuant to the Declaration and the provisions of state law, Unit Owners may relocate boundaries between adjoining units subject to the following provisions:

Application for relocation of unit boundaries must be submitted in writing to the Board of Directors (not to the Covenants Committee) and approved prior to any change. Application must be made jointly by the Unit Owners involved.

While the Board may not unreasonably withhold approval of the proposed relocation, it may require that such relocation meet certain requirements. The application must contain the following:

1. Approval of all mortgagors of affected units
2. Diagram of proposed change to Unit boundaries
3. Identification of person or firm qualified to perform construction relative to boundary relocation
4. Time schedule for construction and/or demolition of walls

Any new walls must, at a minimum, meet the standards of original construction or current building codes, if such exceed the standards of original construction. Applicants assume responsibility for all costs related to a relocation of unit boundaries, including but not necessarily limited to the following: costs of filing amendments to the Declaration, Plats and Plans, including legal fees related thereto; and certifications by a registered land surveyor and a registered architect or engineer, such costs to be divided between or among applicants as they shall agree in writing themselves.

Construction and/or demolition of Unit boundary walls may not commence until applicant has met the requirements imposed by the Board and this resolution and all appropriate instruments

have been prepared, executed and acknowledged and all fees paid. Construction and/or demolition must be done in such a way as to not unreasonably disturb or interfere with other owners. Responsibility and cost for removal of any debris resulting from the relocation shall be borne by the applicants themselves, as they shall in writing determine among themselves. If applicants fail to promptly and properly dispose of debris, the Association will take such action and assess the costs thereof against the applicants according to their respective percentage of interests at the time.

Pursuant to the Declaration, the Bylaws and the provisions of state laws, Unit Owners may subdivide the Units, subject to the following provisions:

Written approval of all mortgagors of the affected units must be obtained. Application must be submitted in writing to the Board of Directors (not to the Covenants Committee) and approved prior to any change. Where such Unit subdivision involved the Unit Owners of more than one unit, application must be made jointly by the Unit Owners involved.

Though the Board shall not unreasonably withhold approval of the proposed subdivision, it may require that such subdivision meet the requirements set forth as in the preceding requirements for relocation of boundaries, except that responsibility for costs shall be allocated pursuant to the interest of the parties involved.

- D. Electrical Wiring. If a change to the electrical wiring in a Unit does not affect another Unit or the Common Elements, Covenants Committee approval is not required. All required governmental approvals shall be obtained by or on the behalf of the Owner prior to commencement of work. Any interruption of common electrical service requires the prior approval of the Association Manager. If the proposed change to electrical wiring in a Unit would affect another Unit or the Common Elements, the change is prohibited.

THE ASSOCIATION ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE to person or property resulting from or related to any change in wiring from that originally installed, whether or not such change has the approval of the Covenants Committee, since the Covenants Committee cannot control quality of workmanship relative to the change, or errors or omissions of pertinent information on the application.

- E. Plumbing. If a change to the plumbing system in a Unit does not affect another Unit or the Common Elements, Covenants Committee approval is not required. All required governmental approvals shall be obtained by or on the behalf of the Owner prior to commencement of work. Any interruption of common water service requires the prior approval of the Association Manager.

If the proposed change to the plumbing system in a Unit would affect another Unit or the Common Elements, or significantly increase the water consumption of that Unit or the Common Elements, the Owners must obtain prior approval from the Covenants Committee. Any

plumbing work must be done in accordance with all applicable codes and ordinances. The Owner is responsible for obtaining all necessary permits and approvals.

The application shall contain the following:

1. Diagrams of the proposed changes to the plumbing service.
2. Statements as to whether or not another Unit or the Common Elements would be affected by the change and description of how another Unit or Common Elements would be affected.
3. Identification of person or firm qualified to perform the work.
4. Time schedule for the proposed change.

Approval may be denied for any of the following reasons:

1. Incomplete or unclear application, in which case it will be returned to applicant with appropriate instructions as to what is required.
2. Covenants Committee or Managing Agent determines that the change would significantly increase water consumption or adversely impact the common water or drain system.
3. Another Unit or Common Elements would be adversely affected by the proposed change.
4. Other reasons stated and supported by the Covenants Committee.

THE ASSOCIATION ASSUMES NO RESPONSIBILITY FOR ANY DAMAGE to person or property resulting from or related to any change in the plumbing from that originally installed, whether or not such change has the approval of the Covenants Committee, since the Covenants Committee cannot control quality of workmanship relative to the change, or errors or omissions of pertinent information on the application.

- F. Painting, Wallpapering, Decorating. Painting, wallpapering, and decoration within a Unit's boundaries, as defined by the Declaration, does not require Covenants Committee approval.

Painting, wallpapering, and decoration of any Common Element or Limited Common Element by any Owner is not permitted, unless otherwise indicated by the Declaration, Bylaws or this resolution.

- G. Decks, Doors, Windows, Doorbell, Knocker, Hardware, , Locks, Etc. Maintenance and replacement of exterior main entrance door hardware is the responsibility of the Unit Owner. All replacements or any additions to door hardware must be submitted to the Covenants Committee for approval before any addition or replacement can be made. All replacement of door hardware must be consistent in style and color to that of the original hardware. Maintenance of exterior trims and railings is the responsibility of the Owner. Maintenance is defined as cleaning and painting as necessary to protect the surfaces. Front trims and railings requiring replacement will be accomplished by the Association. Colors must be pre-approved by the Association only if a change in color is requested. Maintenance and replacement of exterior window assemblies, doors, and door frames and hardware are the responsibility of the Owner, including caulking as required. Maintenance of rear decks, including railings, steps, deck surfaces and supporting structures are the responsibility of the Owner. Deck maintenance is

considered to be pressure washing and staining all surfaces as needed or at maximum frequency of three years. Stain colors must be pre-approved by the Association.

H. Seasonal Decoration. Covenants Committee approval is not required for outside seasonal decorations so long as such decorations meet the following criteria:

1. The decorations are displayed only so long as they are appropriate.
2. The decorations do not make any sound.
3. The decorations are not electrical in nature except for use of UL approved white mini-lights.

I. Patios, Decks and Building Exterior.

1. Painting, painting of the walls, rails, floors, ceilings or fences of the patio or deck is prohibited without the written permission of the Association.
2. Enclosures. All exterior blinds, shutters, windows, enclosures and awnings are prohibited without the written permission of the Association. (Note – word ‘screens’ deleted).
3. Fixtures and Decorations. Except as identified in rule 5 below, no fixtures or decorations may be fastened to the walls, ceiling, fencing or railing.
4. Furniture. Appropriate seasonal patio furniture may be used on patios and decks.
5. Planters. Up to eight (8) floor planters or flower/vegetable boxes not exceeding 35 lbs each and that do not extend beyond the patio railing area are permitted on the deck. Up to a maximum of four (4) plastic boxes designed to ‘straddle’ the top railing are also permitted. Owners are responsible for any damage requiring repairs to both the deck and the railings. During non-growing seasons, planters and flower/vegetable boxes may be stored under decks, upside down when empty, or placed upright when containing soil, and placed near the building foundation in a neat manner.. Hangers for hanging plants may be installed on the deck or patio, but no planter boxes or hangers may be installed on the walls of the building.
6. Appliances and Storage. Decks shall not be used for storage. Small appliances, such as radios and televisions may be used provided the noise levels are controlled to prevent disturbing the other residents and the appliances are used in accordance with local ordinances. No storage containers other than storage boxes intended for storage of a watering hose/equipment are permitted on the decks. At the option of the Owner and during seasons where deck use is curtailed, normal deck furniture may be stored under decks if placed near the building in a neat manner.
7. Flags. Only United States flags of an appropriate size (no larger than three by five feet) or patriotic bunting of an appropriate size may be draped and fastened over front porch railings, provided they do not hang below the floor level of the patio. Flags so displayed must have the union (blue area) in the upper left corner as viewed from the street. Display of one small yard flag in the front and/or rear yard mulch bed is permitted, but shall not exceed 18 inches in length and 12 inches in width. Up to two such flags or one 3’x5’ flag may be displayed in or on the deck areas in the rear, but not installed in the yard within that area normally mowed. Flagpole brackets may only be attached to a location determined by the Covenants Committee. The brack shall be oriented in such a way so that when the flag is displayed it does not block or interfere with the use of the walkway. The flagpole shall not exceed 60 inches in length. American flags shall be displayed in accordance with the United

States Flag Code. Flags, when being lighted during the night time hours, shall be illuminated from lighting placed within the Limited Common areas.

8. Miscellaneous.

- a. No clothing or other items for airing or drying.
- b. No items of furnishing that may be pushed or blown off the deck or patio.
- c. No doghouses.

J. Limited Common Element Garden Area Improvements.

The following may be installed by the Unit Owner, subject to Covenants Committee approval and stipulations. Failure to properly maintain any of the improvements or additions by the Unit Owner constitutes a waiver and the Association may enter the area to affect such maintenance as may be required including removal of any structure or plant material, as necessary, with all costs charged to the Owner.

Landscaping and Planting – choice of materials, plants and arrangement of such should reflect and be compatible with the style and architectural characteristics of the Building. Unit Owners should consider this when planning their garden areas.

Generally accepted plantings and materials include small annuals or evergreen perennials, shredded hardwood mulch, stone, wood, plastic or scalloped precast concrete units specifically designed for borders.

Gardens and plantings should be easy to maintain. Plants should not easily reseed and spread to other areas.

Plantings must also meet the following criteria:

1. Vines or plants may be attached to the fence but not to any part of the building. A trellis may be installed in a nonpermanent manner along the fence line to support climbing plants.
 2. Large trees or plants and those which would grow higher than the top of the fence line or more than four (4) feet, are prohibited without the written permission of the Association. Trees or shrubs must not exceed two (2) feet in diameter at maturity. Grouping of large shrubs or trees may not be used to border or enclose the garden area or may not block any view from windows or doors.
- K. Main Entrance Stairs, Stoops and Walkways. Nothing shall be stored or placed on the stairs, stoops or walkways leading to the main entrance doors of each Unit so as to obstruct the path or constitute a safety hazard. Only landscape type materials, such as planters, pots and benches, may be placed in these areas. On steps, such materials may be placed only on one side of the steps so as to provide one railing available to user of the steps. All materials are subject to review by the Association for appropriateness and safety.
- L. Landscaping and Planting. Landscaping or planting by a Unit Owner on the common elements is prohibited without the written permission of the Association.

V. PROCEDURES FOR MONITORING COMPLIANCE

- A. Inspection. The Covenants Committee shall periodically survey the Association for compliance with design standards.
- B. Alleged Violations.
 - 1. All reports of alleged violations of this resolution must be submitted to the Board of Directors who will inspect, or authorize the Managing Agent or Covenants Committee to inspect to determine whether a violation actually exists.
 - 2. If it is determined that a violation exists, the Covenants Committee (or Managing Agent) shall attempt informally to obtain compliance. If that fails, the Covenants Committee (or Managing Agent) shall initiate required steps as specified in Special Resolution No 1.
 - 3. After all requirements of Special Resolution No. 1 have been enacted, the Covenants Committee actions may include, at their discretion, any or all of the following:
 - a. Issuing a cease and desist order
 - b. Requiring the Unit Owner to remove the unacceptable improvement or restore the affected area to its condition before the change.
 - c. Notifying the Mortgagor of the violation.
 - d. Levying a charge not to exceed \$50 for a single violation and/or assessing the owner an amount not to exceed \$10 per day for each day the continuing violation exists. The charges shall be payable as a special assessment.

**Policy Resolution No. 6
Review and Revision Log**

Revision	Action Summary	Date
1	Adopted	09/25/02
1a	Reviewed and adopted at Board meeting. Two non-substantive changes made. -Address of Community Group changed in Exhibit A. -Deleted extension on the Community Group phone number in Exhibit A.	09/15/05
1b	Changed 'petition' to 'partition' in Section II.B.1.	01/19/06
2	Reviewed and adopted at Board meeting. Substantive changes: -Inserted paragraph II.A.8 and previous II.A.8 renumbered to II.A.(. Non-substantive changes: -'The' added at the start of section II.A.9. -'Involved' changed to 'involves' in first sentence of section II.B.1. -'For future reference' moved to start of second sentence in section III.F. -'In' changed to 'on' in second sentence of section IV.I.5. -'Bark mulch' changed to 'shredded hardwood mulch' in second paragraph of Section IV.J. -Section VI renumbered to Section V. There was no Section V previously.	06/15/06
3	Reviewed and adopted at Board meeting Substantive changes: -Inserted 'by certified/return receipt mail' in paragraph II.A.1. -Inserted 'the applicant may....scheduled Board meeting'. Deleted 'shall be considered...Covenants Committee' in paragraph III B. -Inserted 'certified/return receipt' to Exhibit A.	02/15/07
4	Reviewed and adopted at Board meeting Substantive changes: -Section IB, remove 'identified in this Resolution also require approval' and replace with 'that affect any interior item owned by the Association such as structural or support systems or components, or utilities serving other Units or the Common Elements identified in this resolution, also require approval.' -Section I.E, add 'All APPROVED modifications....' -Section II.A.8 'by' replaced with 'to' in first sentence, replace 'of' with 'or' in the first sentence, and replace 'when' with 'by' in first sentence. -Section II.A.9 'application' replaced with 'applicant' in the first sentence. 'The' added to the beginning of the second sentence. 'Application' replaced with 'Architectural Modification Request all pertinent information and' in the second sentence. 'The' added to the beginning of the third sentence. -Section II.B.5 replace first sentence with 'For major interior renovations that affect any interior item owned by the Association such as structural or support systems or components, or utilities serving other Units or the Common Elements,.....' -Section III.A, add 'completed' before application, add 'required' before submissions in the first sentence. Also remove 'required' at the end of the first sentence. -Section III.B, add 'completed' before application and 'required' before submissions in the first sentence. -Section III.E, add 'for reconsideration is again denied' after application in the first sentence, and remove 'is denied again upon reconsideration'. -Section IV.G. add 'Decks, Windows and Hardware' and remove 'Handles' from the first sentence.	01/21/15

	<p>-Section IV.G add the following ‘Maintenance of exterior trims and railings is the responsibility of the Owner. Maintenance is defined as cleaning and painting as necessary to protect the surfaces. Front trims and railings requiring replacement will be accomplished by the Association. Colors must be pre-approved by the Association only if a change in color is requested. Maintenance and replacement of exterior window assemblies, doors, door frames and hardware are the responsibility of the Owner, including caulking as required. Maintenance of rear decks, including railings, steps, deck surfaces and supporting structures are the responsibility of the Owner. Deck maintenance is considered to be pressure washing and staining all surfaces as needed or at maximum frequency of three years. Stain colors must be pre-approved by the Association.’</p> <p>-Section IV.I.5 Planters. Replace with the following ‘Up to eight (8) floor planters or flower/vegetable boxes not exceeding 35 pounds each and that do not extend beyond the patio railing area are permitted on the deck. Up to a maximum of four (4) plastic boxes designed to ‘straddle’ the top railings are also permitted. Owners are responsible for any damage requiring repairs to both the deck and the railings. During non-growing seasons, planters and flower/vegetable boxes may be stored under decks, upside down when empty, or placed upright when containing soil, and placed near the building foundation in a neat manner.’</p> <p>-Section IV.I.6 Appliances and Storage. Remove ‘patios’ in first sentence and capitalize ‘D’ on decks to begin the first sentence.</p> <p>-Section IV.I.6 Appliances and Storage. Replace third sentence with ‘No storage containers other than storage boxes intended for storage of a watering hose/equipment are permitted on the decks. At the option of the Owner and during seasons where deck use is curtailed, normal deck furniture may be stored under decks if placed near the building in a neat manner.’</p> <p>Section IV.I.7 Flags. Replace existing section with ‘Only United States flags of an appropriate size (no larger than three by five feet) or patriotic bunting of an appropriate size may be draped and fastened over front porch railings, provided they do not hang below the floor level of the patio. Flags so displayed must have the union (blue area) in the upper left corner as viewed from the street. Display of one small yard flag in the front and/or rear yard mulch bed is permitted, but shall not exceed 18 inches in length and 12 inches in width. Up to two such flags or one 3’x5’ flag may be displayed in or on the deck areas in the rear, but not installed in the yard within that area normally mowed. Flagpole brackets may only be attached to a location determined by the Covenants Committee. The bracket shall be oriented in such a way so that when the flag is displayed it does not block or interfere with the use of the walkway. The flagpole shall not exceed 60 inches in length. American flags shall be displayed in accordance with the United States Flag Code. Flags, when being lighted during the nighttime hours, shall be illuminated from lighting placed within the Limited Common areas.</p> <p>-Section IV.J: Third paragraph, add ‘plastic or scalloped precast concrete units specifically designed for borders’ to the end of the sentence.</p> <p>-Section IV.J.3: Remove entire sentence.</p> <p>-Section IV.K Main Entrance Stairs, Stoops and Walkways. Add ‘of each Unit’ after ‘main entrance doors’ and ‘or constitute a safety hazard’ to the end of the first sentence. Add third sentence ‘On steps, such materials may be placed only on one side of the steps so as to provide one railing available to user of the steps.’ Add ‘and safety’ to the end of the fourth sentence.</p>	

WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION

**POLICY RESOLUTION NO. 7
PARKING and VEHICLE POLICIES**

relating to vehicle parking

WHEREAS, the Bylaws gives to the Board of Directors all the powers and duties necessary for the administration of the **WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION**, and the Board may do all such acts and things as are not prohibited by the Virginia Condominium Law or as are not required by the Association Instruments to be exercised and done by the Unit Owners exclusively; and

WHEREAS, the Bylaws state the Board of Directors shall have the power from time to time to adopt any Rules and Regulations deemed necessary for the benefit and enjoyment of the Association; and

WHEREAS, the Bylaws establishes certain requirements and rights of the Association with regards to the parking and storing of certain vehicles; and

WHEREAS, in order to assure equitable parking arrangements, as well as safe and attractive parking areas, the Board wishes to establish additional parking policy;

NOW, THEREFORE, BE IT RESOLVED THAT the following parking policies be adopted by the board;

I. PARKING RIGHTS

Unit Owners and their guests are entitled to use the Unit Owner's and community parking spaces for approved vehicles, together with the right of ingress and egress upon that parking area. Use is on a first come, first served basis in the visitor parking areas for visitors. Approved vehicles shall include a conventional passenger vehicle, motorcycle, van, truck, recreational or commercial vehicle of two and one-half or fewer tons gross weight. Vehicles are to be parked so as not to obstruct the spaces for other vehicles or, as applicable, or block pedestrians using the sidewalks. There shall be no parking or driving on any Common grass areas. All vehicles shall be parked either driven in to or backed in to parking areas.

II. RESTRICTIONS

A. No truck, van, bus, trailer, free standing camper, recreational vehicle that is longer than eighteen (18) feet or wider than eight (8) feet or weighs more than two and one-half tons, bicycle or boat may be parked in any parking space. These restrictions do not apply to passenger vehicles

B. All vehicles must display current registration and required city or state permits in order to be kept upon the community parking areas.

C. All approved vehicles must be kept in proper operating condition at all times so as not to be a hazard or a nuisance by noise, exhaust emission, appearance or otherwise. For this purpose operating condition shall mean all necessary parts of the vehicle, such as, but not limited to, tires, wheels, engine, brakes, etc., that are necessary for operation on public streets, must be maintained at all times. No junk or derelict vehicle shall be parked on a community parking space at any time. The Board shall make a reasonable attempt to give notice to the Owners of offending vehicles. If such vehicle is not removed, the Board may have the offending vehicle towed at the expense and risk of the Owner of said vehicle.

D. No vehicles shall be parked with "For Sale" signs.

E. Moving vehicles longer than drive way length shall not be parked on the aggregate driveways due to potential damage to the surface and subsurface infrastructure (irrigation/electrical/etc.)

III. VEHICLE USE LIMITATIONS AND REGISTRATION

A. Because of limited parking space, Unit Owners and renters are limited to two (2) vehicles per unit to be parked within the Association boundaries. Additional vehicles must be approved by the Board of Directors. When this approval is given by the BoD, all vehicles must be parked or garaged at the Owners or renters unit.

B. The Board of Directors is authorized to implement a procedure to register with the Association or its Managing Agent the vehicles of Unit Owners and renters.

C. Any vehicle found in violation of this resolution may be towed by the Association. A Unit Owner may also have a vehicle towed, at the vehicles owner's expense, where the violation involves that Unit Owner's Limited Common assigned space(s).

Unit Owners are responsible for the vehicles of their family, guests, employees, agents and lessees.

D. Recreational vehicles, including but not limited to boats, trailers, campers and motor homes, and stored vehicles may not be parked in the community. Commercial vehicles may be parked only during the time period when contracted services are being provided to or on behalf of the Unit Owner or the Association.

E. Vehicles may not be placed on blocks at any time.

F. Motor vehicles may be washed or cleaned in the Unit Owner's driveway.

G. Stop signs in the community must be obeyed.

H. The speed limit throughout the community is 10 miles per hour.

I. No vehicle shall be parked on the sidewalk or any landscaped areas at any time.

IV. PARKING SPACES

No signs, initials, numbers, storage containers or any other additions or alterations to parking spaces may be painted, displayed or erected by any owner without the prior written consent of the Covenants Committee. This restriction does not apply to a uniform numbering or lettering system used by the Association.

V. ON-STREET PARKING

On-street parking is subject to the following restrictions (see Figure 1):

- A. No vehicle may be parked within fifteen (15) feet of a fire hydrant.
- B. As illustrated in Figure 1, on-street parking is prohibited at all times from the entrance to Unit 201 and from the community deck to the mailboxes adjacent to Unit 285. These areas are marked with No Parking signs.
- C. Overnight on-street parking is prohibited (considered Midnight -6am).
- D. Short term parking is permitted in front of a Unit for direct access to that Unit, e.g. loading and unloading or commercial services, except for Units in the no parking areas designated in B above.
- E. If a resident is hosting a "special event," such as a party, his or her guests may park on the outer side of Zelkova Road only, except in the no parking areas designated in B above. **AT NO TIME SHOULD TWO VEHICLES BE DIRECTLY PARKED ACROSS THE STREET FROM EACH OTHER** or parked across anyone's driveway preventing entering or exiting that driveway.
- F. A vehicle parked on the street under D or E above must not block access to the mailboxes or the community parking spaces. It may only block the driveway to a Unit with the permission of the resident of that Unit.

(Note: These on-street parking restrictions were developed in cooperation with the Fire Department of the City of Williamsburg. They are intended to ensure that emergency response vehicles will have access to and maneuvering space within the community. The failure of Wyndham residents to obey these restrictions could result in the Fire Department establishing No Parking – Fire Lanes throughout the community, which would be enforceable by the Police Department of the City of Williamsburg.)

- G. Overnight on-street parking is prohibited (considered midnight to 6AM). Visitor parking lots may not be used by residents as a regular parking space. Visitors staying longer than 3 days and utilizing visitor parking areas are required to have a permit. After a car has been observed in the visitor parking area for more than 3 days, the Covenants Committee will place a permit on the vehicle, the visitor or resident will note the unit number, and place on the dashboard for the remainder of the visit. The permits would be valid for a thirty (30) day period, after that time a Wyndham decal will be necessary.

VI. ASSOCIATION NOT RESPONSIBLE

Nothing in this resolution shall be construed to hold the Association or the Board responsible for damage to vehicles or loss of property from vehicles parked on the Common elements.

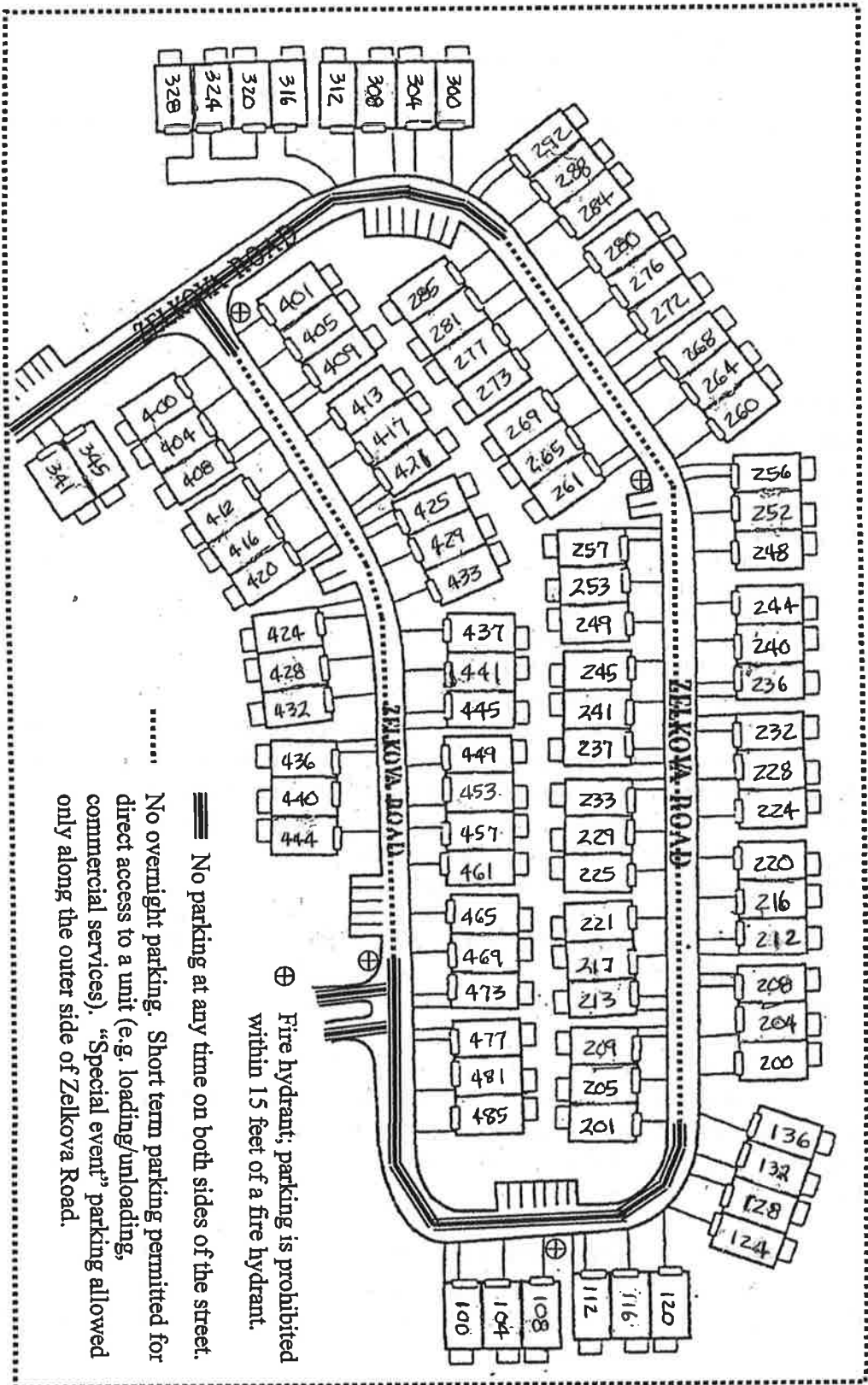
VII. MAINTENANCE REPAIRS NOT ALLOWED

Except for minor adjustments, maintenance and repairs to vehicles, as well as painting of vehicles, shall not be permitted at any time. Drainage of any automotive fluids is prohibited.

VIII. ENFORCEMENT OF THE REGULATIONS

In addition to the towing provisions above, alleged or actual breeches of the above regulations are subject to appropriate action by the Board of Directors under the provisions of Special Resolution No.1.

Figure 1
 Wyndham Plantation Condominium Association On-Street Parking Guidelines



**Policy Resolution No. 7
Review and Revision Log**

Revision	Action Summary	Date
1	Adopted	09/25/02
1	Reviewed and readopted at Board meeting	09/14/05
2	<ul style="list-style-type: none"> • Authorization to register vehicles and issue decals added to Section III. • On-street parking restrictions added as Section V with subsequent sections renumbered. 	06/15/06
3	<ul style="list-style-type: none"> • Title block changed to add "Vehicle" • In Section II. Added passenger car clarification in paragraph A, added paragraph E. • In Section III Title Block changed and added paragraphs D - I 	02/15/07
4	<ul style="list-style-type: none"> • II, A – Clarified "any" parking places • II, B – Removed reference to stickers • III,A – Added reference to 3 vehicle approval • III, B – Removed reference to tags and registration fees • III, C – Added " at the vehicle owners expense" • V, C – Added Times • V, E – Capitolized last sentence. Added "DIRECTLY" • Added map with unit numbers 	01/20/10
5	<ul style="list-style-type: none"> • I, second sentence changed to read 'Use is on a first come, first served basis in the visitor parking for visitors.' • II, H changed to 10 miles per hour • V,G changed to specify visitor parking permit policy 	1/21/15

WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION

**POLICY RESOLUTION NO. 8
PET POLICIES**

Rules and Regulations regarding pets

WHEREAS, the Bylaws gives to the Board of Directors all the powers and duties necessary for the administration of the **WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION**, and the Board may do all such acts and things as are not prohibited by the Virginia Condominium Law or as are not required by the Association Instruments to be exercised and done by the Unit Owners exclusively; and

WHEREAS, the Bylaws state the Board of Directors shall have the power from time to time to adopt any Rules and Regulations deemed necessary for the benefit and enjoyment of the Association; and

WHEREAS, the Bylaws establishes certain requirements with regards to the keeping of pets; and

WHEREAS, for the health, safety, welfare, comfort and convenience of all Owners, the Board wishes to establish additional regulations for the keeping of pets at the Association;

NOW, THEREFORE, BE IT RESOLVED THAT the following pet policies be adopted by the board;

I. GENERAL PET GUIDELINES

A. Pet Categories. Pets shall be categorized as follows:

1. Ordinary House Pets shall include dogs, cats, caged domesticated birds, hamsters, gerbils, guinea pigs, aquarium fish, small snapping turtles and tortoises, domesticated rabbits, rats and mice, and creatures normally maintained in a terrarium or aquarium. All Ordinary House Pets are permitted, subject to the guidelines in this Resolution.
2. Unusual House Pets shall include, without limitation those animals not generally maintained as pets including reptiles, anthropoids, felines other than domesticated cats, canines other than domesticated dogs, rodents, mammals, birds and other creatures other than those listed in Subsection 1 above, or not maintained in a terrarium or aquarium. Unusual House Pets are prohibited.

B. Number of Pets. The number of Ordinary House Pets excluding caged birds, and those maintained in an aquarium or terrarium shall not exceed two (2) per Unit.

C. Pets may not weigh over 50 pounds. A pet exceeding the weight limit must have prior approval by the Board.

II. REQUIREMENTS AND RESTRICTIONS

A. The Bylaws require all pets to be registered with the Board of Directors. Pets must be registered within seven (7) days of occupancy on a form available through the Managing Agent.

B. Pets must be curbed at all times. Pet Owners are responsible for the immediate removal and proper disposal of animal waste on all portions of the property, including Pet Areas and Limited Common Elements. Generally, Pet Areas are defined as follows:

1. Areas away from buildings, walkways, patio areas, picnic and play areas, and any amenity areas.

2. Such other areas defined by the Board of Directors.

C. Pets shall not be permitted upon the Common Elements of the Association unless they are carried or leashed. No leash may exceed six feet in length.

D. No pet may be leashed to any stationary object on the Common Elements. Pets may not be left unattended for an extended period of time on any Common Elements.

E. Pet Owners are responsible for any property damage, injury or disturbances their pet may cause or inflict.

F. Commercial breeding of pets within the Association is prohibited.

G. All pets must have and display, as appropriate, evidence of all required registrations and inoculations.

H. Cats shall not be left unattended outside the Unit.

I. No Owner shall inflict or cause cruelty in connection with any pet.

J. Owners shall not feed pets other than their own, unless permission has been obtained from the Owner.

K. The Board of Directors may require any pet to be removed from the property for recurring violations of the rules, or if it is determined by the Board that the animal is dangerous to the community or its residents.

III. NUISANCES

The following shall be grounds for complaint and finding of a nuisance;

- A. Pets running at large;
- B. Pets damaging, soiling, defecating on or defiling any private property (other than that of such pet's owner) or the Common Elements.
- C. Pets causing unsanitary, dangerous or offensive conditions.
- D. Pets making or causing noises of sufficient volume to interfere with the other residents' rest or peaceful enjoyment of the Property.
- E. Causing or allowing any pet to molest, attack, or otherwise interfere with the freedom of movement of persons on the Common Elements to chase vehicles, to attack other pets, or create a disturbance in any other way.
- F. Using a vehicle as a kennel or cage.

IV. PROCEDURES FOR SOLVING PET PROBLEMS

Any Owner concerned with a pet-related problem should do the following:

- A. Attempt to arrive at a solution to the problem with the pet owner in a courteous and helpful manner.
- B. If personal attempts at a solution fail, then a written complaint should be filed with the Managing Agent. The complaint should document the problem as thoroughly as possible. Documentation should include identification of the pet(s) involved, a complete description of the problem or disturbance, and dates and times of disturbances (whenever possible) as well as a brief description of informal attempts to solve the problem.
- C. The Managing Agent will first attempt to obtain an informal solution to the problem. If such a solution is not possible, the Managing Agent will refer the matter to the Board of Directors, which may initiate action under the Special Resolution process; the Association may have offending pets removed from the Association.
- D. Suspected stray pets should be reported to the City Animal Control Unit (for possible identification) prior to contacting the Association office.
- E. All bites, attacks by pets or diseased animals should be reported to the City Animal Control Unit then to the Managing Agent.
- F. Penalties for violation of applicable local ordinances may be enforced by the locality without regard to any remedies pursued by the Association.
- G. In the event of emergency ONLY, the parties involved may take any actions deemed prudent to resolve the emergency without regard to the above procedures. A written report should be made to the Managing Agent.

**Policy Resolution No. 8
Review and Revision Log**

<u>Revision</u>	<u>Action Summary</u>	<u>Date</u>
1	Adopted	01/18/07
2	Reviewed and adopted at Board meeting	01/21/15
3	Substantive changes: <ul style="list-style-type: none">• Section II.H removed entirely• Section III.F removed entirely	

WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION

**POLICY RESOLUTION NO. 9
USE OF UNITS AND COMMON ELEMENTS**

Relating to general rules of conduct and use of Units and Common Elements

WHEREAS, the Bylaws gives to the Board of Directors all the powers and duties necessary for the administration of the **WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION**, and the Board may do all such acts and things as are not prohibited by the Virginia Condominium Act or as are not required by the Association Instruments to be exercised and done by the Unit Owners exclusively; and

WHEREAS, the Bylaws state the Board of Directors shall have the power from time to time to adopt Rules and Regulations deemed necessary for the benefit and enjoyment of the Association; and

WHEREAS, the Bylaws establish certain prohibited and limited uses for the Units and the Common Elements; and

WHEREAS, the Board deems it necessary and desirable to establish certain general Rules and Regulations for the use of Units and Common Elements;

NOW THEREFORE, BE IT RESOLVED THAT the following be adopted:

I. USE OF UNITS

- A. Unit Owners must exercise due consideration at all hours in the operation of radios, televisions, musical instruments, or any other items to ensure that the sound will not disturb others.
- B. Nothing shall be stored in the units or Limited Common elements appurtenant to the units that would increase the insurance rate for the Association.
- C. Drying or airing of clothes or other items is not permitted on decks or deck railings, or from windows within common areas of any building, or in any fashion visible from the outside.
- D. Grills should be used with EXTREME CAUTION. Use of barbecue grills or other outdoor cooking equipment on decks is permitted, but the grill must be placed at least 5 feet from the siding of the house. Outside cooking equipment may be placed on the deck where smoke will not disturb others. Fires must be extinguished promptly after cooking.
- E. Window treatments must be installed at all windows within the unit, exceptions would be allowed for fan, transom and side door windows. All drapery linings or window treatments must be white or off white in color on the side facing the exterior.
- F. Moving in or out of the Association must be done between the hours of 8:00 AM and 9:00 PM.
- G. Trash may only be placed in specific areas of the Common Elements as specified by the Board from time to time in accordance with the needs of the current refuse contractor. See Policy Resolution No. 12 – Revision 4, dated July 21, 2010 for further information, including recycling waste requirements. Purchase and maintenance of the trash container is the responsibility of the Owner.
- H. Porch lights are to be white in color. No other color is allowed except for 'bug' lights, which are permitted.



WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION

POLICY RESOLUTION NO. 12

RULES AND REGULATIONS

Relating to governing the use of the property of the Condominium

WHEREAS, the Bylaws give the Board of Directors all the powers and duties necessary for the administration of the **WYNDHAM PLANTATION CONDOMINIUM ASSOCIATION**, and the Board of Directors may do all such acts and things as are not prohibited by the Virginia Condominium Law or as are not required by the Association Instruments to be exercised and done by the Unit Owners exclusively, and

WHEREAS, the Bylaws state the Board of Directors shall have the power from time to time to adopt and amend the Rules and Regulations from time to time, deemed necessary for the benefit and enjoyment of the Association, and

WHEREAS, the Board deems it necessary and desirable to establish certain general Rules and Regulations governing the use of the property of the Condominium,

NOW, THEREFORE, BE IT RESOLVED THAT the following be adopted:

I. GENERAL

- A. This resolution replaces and supersedes the document titled “Rules and Regulations of the Wyndham Plantation Condominium Association” and adopted by the Board of Directors on October 13, 2000.
- B. This resolution is adopted to enhance the quality of life and preserve the aesthetics and property value of the community.
- C. The use of the property comprising the Condominium shall be in accordance with the provisions of the Declaration, the Bylaws and the Resolutions duly adopted by the Board of Directors, all of which shall apply to each Unit Owner and his or her family, guests, employees, contractors, agents and lessees.
- D. Each Unit Owner shall be responsible for the actions of his or her family, guests, employees, contractors, agents and lessees.
- E. For the purpose of this Resolution, the term “Common Area” shall mean any area within Wyndham Plantation that is NOT internal to any unit (residence).
- F. Throughout this Resolution the abbreviation WPCA shall mean the Wyndham Plantation Condominium Association.

II. APPROVAL PROCESS & REQUIREMENTS

- A. No Unit owner, guest or other person shall make or permit to be made any STRUCTURAL OR EXTERIOR ALTERATION to a (1) LIMITED COMMON ELEMENT (that which is directly part of , attached to, or designated for the Unit Owner's use) , or (2) a COMMON ELEMENT without the prior written consent of the WPCA Covenants Committee or Board of Directors. Policy Resolution No. 6, Design Review Procedures and Guidelines, defines the process for applying for approval of a proposed change by the Covenants Committee.

NOTE 1. Approval requests are made by completing an Architectural Modification Request Form (AMRF). A copy of this form is provided as Exhibit A of Policy Resolution #6. Upon execution of the form, send it to the WPCA Managing Agent for appropriate processing. It will be logged in and forwarded to the WPCA Covenants Committee for review and action. Anyone desiring proof of delivery by certified / return mail may do so.

NOTE 2. AUTOMATIC APPROVALS PROCESS. See Attachments #2, 3, 4, 5, 6, 7, & 11 for items which may be given AUTOMATIC APPROVAL. Certain specific items have been given an "automatic approval" for installation within the Community. For implementation of these specific items, the following procedure is required: (1) Execute an Architectural Modification Request Form (AMRF). (2) Acquiring the signatures of surrounding neighbors is NOT necessary, (3) You may send it by certified mail / return receipt if you desire proof of delivery. (4) Comply with the specific requirements indicated for the Automatic Approval.

NOTE 3 Approval of any project by the Covenants Committee or Board of Directors does not waive the necessity of obtaining the required governmental permits, including approval by the City of Williamsburg Architectural Review Board, when required. It is the Unit Owner's responsibility to obtain such permits and approval. If a building permit is required to perform the work, the Unit Owner must also complete and attach a "Wyndham Contractor Information" form with the AMRF request. (See Attachment #12 for a copy of this form.)

- B. If a Unit owner alters the exterior of the Unit, including decks, trellis without first obtaining written approval of the plans, they do so at their own risk. If the Unit Owner fails to submit an application, or if the application is denied or modified, Unit Owner will be responsible for the cost of removing or altering the exterior change in addition to the cost of enforcement, if necessary.
- C. All items approved by the Covenants Committee or Board of Directors shall be kept in good repair. The Unit Owner has the sole and full responsibility for upkeep and maintenance of all items they place in the Limited Common or Common area.

- D. A Unit Owner may apply in writing to the Board of Directors to request a special exception or variance of these Rules and Regulations.

III. PLANTINGS Also covered in Policy Resolution No.6 (J).

- A. Annuals and perennials may be planted in containers placed on the rear deck, or in plots not to exceed 20 square feet in the yard immediately to the rear of a Unit. Prior written approval of the Landscape Committee must be obtained. Residents must apply for permission by submitting an Architectural Modification Request Form to the Landscape Committee. Those desiring to plant vegetables in the ground at the rear of their unit must attach a sketch showing the shape, location and dimensions of the proposed vegetable garden. Such plantings shall then be the responsibility of the Unit Owner. The Unit Owner shall be responsible for the upkeep, maintenance, removal and disposal of dead decaying plants and weeding of the area.
- B. Vegetable plants are only permitted to be planted in the rear of a Unit, in the designated Limited Common Area. Any such plantings shall be the responsibility of the Unit Owner. The Unit Owner shall be responsible for the upkeep, maintenance, removal and disposal of dead decaying plants and weeding of the area.
- C. Planting of trees, shrubs by a Unit owner in their Limited Common Area or in a Common Area requires prior written approval of the Covenants Committee. Unit owner must acquire consent of surrounding neighbors on the AMR form. The Covenants Committee will review the application for suitability with input from the Landscape Committee.
- D. Except for approved trees, the mature height of items planted may not exceed four (4) feet. Should any plants exceed the 4' mature height limit, the Board of Directors may, after notice to the Unit Owner, have the plant removed or pruned, and assess the Unit Owner for the expense.
- E. Potted plants placed on a porch or deck must be portable. The containers must be constructed of wood, clay, plastic or composite materials. Unit Owners shall bear the cost to repair any damage or deterioration as a result of container plantings.* Policy resolution No. 6(I) (5).
- F. Unit Owner shall be responsible for calling Miss Utility to come to the site and mark all underground utilities before commencing any work. The Association also has an underground irrigation system in place. This is NOT an item that can be located by Miss Utility. Should a Unit Owner damage the irrigation system by digging or by any other means, the Owner shall be responsible for the cost to repair any damage.

IV. PERSONALIZATION/DECORATIONS

- A. COVENANTS COMMITTEE WRITTEN APPROVAL IS REQUIRED BEFORE any item may be placed in, placed on, attached or hung from any Unit's Limited Common area or any Common Area. The Covenants Committee shall consider approval of a total of five (5) items being placed in the mulch beds of any Unit Owner. Statuary and yard ornaments shall be no taller than 3', with a maximum footprint of 2' in diameter. Only one such sized item shall be permitted. The remaining four (4) items must be of a smaller size. The only exception to the height limitation shall be an ornamental "Moses" basket hanging planter or similar device. These may be up to four (4) feet in height.

This includes, but is not limited to:

Bird feeders maximum two in addition to one hummingbird feeder, bird houses maximum one, benches, chairs, swings, gliders, hammocks, wall hangings, planters, hanging plants, baskets, tables, statuary, fountains, ornaments, large rocks

- B. The Unit Owner shall be responsible for any damage caused by any personalization, even though such personalization has Covenants Committee approval.
- C. Placement of such items may not impede or interfere with any of the Association maintenance.
- D. The Unit Owner shall be responsible for any damage caused by the placement of landscape items (see Section IV.A.), even though the Unit Owner has the approval of the Covenants Committee.
- E. Trees shall not be used for hanging plants.
- F. ITEMS NOT PERMITTED:
1. Wind chimes
 2. Ornaments or decorations that make noise
 3. Ornaments or decorations with moving parts
 4. Plastic or wooden ornaments
 5. Artificial flowers or greenery, except as included in a door wreath or holiday decoration.
 6. Only one (1) door wreath or decoration is permitted at a time.
 7. Fans or air conditioners installed in a window.

V. MISCELLANEOUS ITEMS

The following is provided relative to specific items placed in or placed on the Limited Common or Common Area:

A. Hoses. Garden hoses and hose reels used for watering are approved. Hose reels must be stored directly adjacent to the hose bib. Hoses must be kept on a hose reel, or must be kept out of sight. Hoses shall not be left on drives, walks or grounds when not in use.

B. Signs. The signs listed below as items 1, 2 & 3 are Permitted Without Covenants Committee Approval.

1. One (1) yard security sign may be displayed in the REAR of the Unit.
2. Security signs no larger than 4" x 4" may be placed in the window(s) of the Unit.
3. One "For Sale" or "For Rent" sign may be placed in one window of a Unit.
4. All other signs being placed at any location in the community (to include advertisements or posters) shall have prior written approval of the Board of Directors. The community bulletin boards attached to the mailbox shelters are for community business or activities only. Political signs are not permitted.

D. Decks and their use.

1. Must be kept clean & free from unsightly objects.
2. No objects may be stored on the decks, to include but not limited to toys, sporting goods, bicycles, trash cans, ladders, building materials. Deck furniture may be stacked and covered during the winter season.
3. Nothing may be stored underneath a deck other than temporary storage (out of season) of flower/vegetable containers and typical deck furniture. Propane tanks should be kept on the deck and away from any source of ignition.
4. No carpeting or doormats may be permanently affixed to the deck.

E. Deck Cleaning & Sealing. See Attachment #2 for specific requirements for Automatic Approval Process.

F. Storm Doors. Attachment #7 lists the make and models of the full view storm doors which have been granted Automatic Approval Process for installation. Any damage determined to be caused by the installation of a storm door shall be repaired at the cost of the Unit Owner.

G. Window Tinting. See Attachment #5 for a list of the types of window film that has been given the Automatic Approval Process for installation.

H. Motion Lights. See Attachment #3 for make and model for Automatic Approval Process.

I. Satellite Dishes. See Policy Resolution No. 10, "Satellite Dishes" which delineates the general installation requirements. All Unit Owners wishing to install a satellite dish must comply with the requirements of Policy Resolution No. 10, "Satellite Dishes of the WPCA". See Attachment #6 for conditions for Automatic Approval Process.

J. Trash. All garbage and trash shall be placed in containers provided by the Unit Owner, not to exceed 40 gallons in capacity. Trash containers must ALWAYS be stored within the

designated trash enclosures located on the two exterior ends of the buildings. The City of Williamsburg removes all trash directly from these enclosures. No trash is permitted outside of these designated trash enclosures at any time.

- K. Recycling. The City of Williamsburg provides recycling. To receive a recycling container, contact the City at 220-6140. Other sizes are available if you would prefer a smaller or larger container that was initially provided. Recycling containers are required to be placed on the front curb for pickup with the front face of the container facing the street. Items placed in the containers are to be packed in such a manner as to keep items from blowing and littering the community. The container can be placed on the curb the evening prior to the day of collection and shall be returned to the proper storage area by the end of the day of collection. All containers shall be retrieved within 12 hours of collection. Unit Owners are asked to have a neighbor retrieve their containers if they do not expect to be home.
- L. Stepping Stones. See Attachment #4 for approved type and placement of stepping stones for Automatic Approval Process.
- M. Garage Doors. When the garage is not in use, garage doors shall be kept closed.
- N. Brass Door Knockers & Kick Plates. Owner must execute an AMRF and forward to Managing Agent for Covenant Committee review and action. Installation of these items, if approved, may void door warranty. * See Policy Resolution No. 6 IV (G).
- O. Noise. Residents and their guests shall exercise extreme care not to disturb other residents and shall not make noises or use musical instruments, radios, televisions and amplifiers in such a manner as to cause unreasonable annoyance to other residents. The period from 11:00 PM to 7:00 AM each day is designated as “Quiet Hours”.
- P. Parking. See Policy Resolution No. 7, “Parking Policies”, which delineates all parking rights and restrictions. Provided as Attachment #8 is a REQUIRED vehicle registration form.
- Q. Pets. See Policy Resolution No. 8, “Pet Policies”, which delineates all pet guidelines, requirements and restrictions. Provided as Attachment #9 is a REQUIRED Pet Registration Form.
- R. Maintenance Responsibilities. See Attachment #10, which delineates the Unit Owner’s and Association’s areas of responsibility for maintenance, upkeep and repair.
- S. Paint Colors. See Attachment #11 for a list of all exterior paint and trim colors. Automatic Approval Process.
- T. Window Treatments. Window treatments must be installed on all windows within the Unit, with the exception of the round top windows located in the front and rear of certain

Units, and the transom and sidelights around the front doors. All window treatments and drapery linings must be white or off-white in color on the side facing the exterior of the Unit.

- U. Outdoor Fireplaces. Outdoor fireplaces are prohibited.
- V. Drying of Clothing. Drying or airing of clothing or other items is not permitted on decks, from a window, or in any way visible from the outside.
- W. Moving In and Out. Moving in and out of a Unit in the Community must be done between the hours of 8:00 AM and 9:00 PM. Moving vehicles are NOT permitted on driveways, walkways, curbs or grassy areas. Unit Owners are responsible for any damages.
- X. Exterior Lights. All exterior lights including those located on the front porch, above exterior garage doors, at rear doors, in exterior windows or in garden areas shall only be WHITE in color. No other color is permitted, except for "bug" lights that are yellow in color. Maintenance and replacement of all exterior lights are the responsibility of the Owner, including maintenance and/or replacement of caulking the fixtures to the brick or siding. If Owner wishes, the fixtures may be changed to those containing the motion-sensor feature. This can be approved by submitting an application to the Covenants Committee. All replacement fixtures should match the design of the current fixture to the maximum degree possible. See Policy Resolution No. 12, Attachment 3 for further information. If an Owner wishes to install a different product than is specified in Attachment 3, submit an Architectural Modification Request Form to the Covenants Committee including an attachment picturing the preferred light.
- Y. Party Lights. For a special party event, party lights are permitted to be placed in the side yard and/or rear of the Unit for a maximum 24-hour period.
- Z. Holiday Decorations. Holiday decorations may not be installed prior to Thanksgiving and must be removed before January 10th. Holiday decorations must be attached with fasteners that do not penetrate the exterior of the Unit. Fasteners must also be removed when the holiday decorations are removed. Seasonal decorations (Easter, Halloween) must be removed within 3 days after the holiday.
- AA. Firewood. Because of the threat of pest problems, the storage of firewood is prohibited.
- BB. Wiring. No Unit Owner, guest, resident or lessee shall personally install any exterior wiring for electrical, telephone, cable connections. No TV antennae shall be installed on any Unit.
- CC. Solicitation. All door to door commercial solicitation is prohibited. Placing of materials under or on Unit doors is strictly prohibited, unless express written permission is granted by the Board of Directors. Violations should be reported at once to the Managing Agent.

- DD. Disposal of Smoking Materials. It is prohibited to dispose of used cigarettes, cigars, tobacco ashes, and matches or other debris on any part of the Limited Common or Common Area.
- EE. Obstruction. All pedestrian and vehicular ways shall not be obstructed in any way.
- FF. Leasing of Units. The minimum lease period is 12 months. There are leasing restrictions in place as to the number of units that may be leased at any particular time. Refer to the Wyndham Bylaws, as amended 8/06, for a full list of all leasing requirements and restrictions as well as *Policy Resolution No. 11 "Leases"*.
- GG. Association Meetings. The bulletin boards which are located at the mailbox areas are posted with informative items and updated often. Please refer to the bulletin boards for important notices of meetings, etc. Owners are also referred to the Managing Agent's, Wyndham Plantation Condominium Association website, www.smartstreet.org, where valuable information may also be obtained such as meeting agendas, governing documents, etc.
- HH. RESPONSIBILITY FOR ACTS. Per the WPCA Bylaws, no Unit Owner, guest, lessee or other person shall commit any act or create any condition which results in an increase in the cost of any policy of insurance maintained by the Association, or violate any provision of any policy of insurance maintained by the Association. Should a condition occur which causes a policy premium to increase, the policy premium increase will be assessed against the Unit Owner causing the condition.

VI. VIOLATIONS.

1. If an Owner or agent of the Association observes a person violating a rule or regulation, they are first encouraged to seek an informal cessation of the violation through an amicable discussion with that person.
2. To initiate action under the Association's due process procedures (Special Resolution No. 1) against a person violating a rule or regulation, a signed, written complaint must be submitted to the Managing Agent identifying the person committing the violation and describing the violation, including date and time.
3. According to Section 55-79.80:2 of the Virginia Condominium Act, all violations of the condominium instruments or rules and regulations or their amendments, may carry a charge not to exceed \$50.00 for a single offense or \$10.00 per day for any offense of a continuing nature and shall be treated as an assessment against such Unit Owner's condominium unit for the purpose of Section 55.79.84 of the Virginia Condominium Act. Before any charges can be assessed, the Unit Owner shall be given an opportunity to be heard under the due process procedures of the Association (Special Resolution No. 1, Due Process Procedures).

INDEX OF ATTACHMENTS

1. Deleted. (Note –AMRF deleted by referring to Attachment A in PR#6.)
2. Deck Cleaning and Sealing/ Automatic Approval Process
3. Motion Lights/ Automatic Approval Process
4. Stepping Stones/Automatic Approval Process
5. Window Tinting/ Automatic Approval Process
6. Satellite Dishes/ Automatic Approval Process
7. Storm Doors / Automatic Approval Process
8. Vehicle Registration Form – REQUIRED
9. Pet Registration Form – REQUIRED
10. Maintenance Responsibilities
11. Paint Colors / Automatic Approval Process
12. Wyndham Contractor Information Form

Revision	Action Summary	Date
1	Adopted	2/15/07
2	Changes to section IV. Personalization/Decorations; adding maximum two (bird feeders) in addition to one hummingbird feeder and maximum one bird house.	1/16/08
3	Removed requirement that AMRF be mailed via certified/return receipt. Mailing via these options is available if owner desires proof of delivery.	1/12/09
4	<p>The requirement to illuminate American flags flown at night was added.</p> <p>Owners are referred to the association's website.</p> <p>There were several minor changes to wording.</p>	7/21/10
5	<p>*III,A: Additional directions on planting annuals, perennials and vegetable gardens.</p> <p>*IV,A: A total of 5 items in the mulch beds are now allowed, with clarification on what types of items are allowed</p> <p>*IV,G: Entire section removed, flags are covered in Policy Resolution #6</p> <p>*IV,H: Removed, garden flags are covered in Policy Resolution #6</p> <p>*V,C: Removed, grills are covered in Policy #9</p> <p>*V,D: Clarification on deck furniture and items that may be stored under decks</p> <p>*V,K: Clarification on proper storage of recycling bins, 'bin' changed to 'container' due to change in City policy.</p> <p>*V,X: Clarification on maintenance and replacement of exterior lighting</p>	1/21/15

Policy Resolution No. 12 Attachment 7

WYNDHAM ON THE PARKWAY

Conditions for installation of front, side and rear storm doors

An Architectural Modification Request Form must first be submitted: Automatic approval shall be granted subject to the following:

Only approved color: Poplar White or Almond. This color looks cream color, it is not white! BRIGHT BRASS HARDWARE ONLY!

FRONT STORM DOOR: -

PELLA ASHFORD #4601 FULL VIEW

PELLA WELLSLEY #3010 FULL VIEW

PELLA MEADOWVIEW #3020 FULL VIEW

Some Pella doors are now special order, to avoid this, also approved doors are:

LARSON "TRADEWINDS" - FULL VIEW WITH RETRACTABLE SCREEN – (CAN BE USED ON FRONT AND BACK DOOR).

LARSON "SIGNATURE" FULL VIEW

REAR OR SIDE STORM DOORS:

PELLA ASHFORD #4601 FULL VIEW

PELLAS WELLSLEY #3010 FULL VIEW

PELLA MODEL # 3800 FULL VIEW RETRACABLE SCREEN

LARSON TRADEWINDS FULL VIEW WITH RETRACABLE SCREEN

NOTE: REAR DOORS AND SIDE GARAGE DOORS IN WYNDHAM ARE METAL DOORS. APPLYING A FULL GLASS STORM DOOR MAY VOID THESE EXTERIOR DOOR WARRANTIES, AS THEY BUILD UP A GREAT DEAL OF HEAT IN SUMMER.

FRONT DOORS IN WYNDHAM ARE FIBERGLASS, AND GLASS STORM DOORS MAY BE APPLIED WITHOUT VOIDING FROM DOOR WARRANTIES

(Door may be purchased at Lowe's)

POLICY RESOLUTION NO. 12, ATTACHMENT 13

WYNDHAM PLANTATION PREVENTIVE MAINTENANCE SCHEDULE & COST ESTIMATES

ATTACHMENT No. 13 (Entire contents of Attachment 13 are new.)

COMPONENT	MAINTENANCE ACTIONS	RESPON.	FREQ.	ESTIMATE	START
Gutters & downspouts (perimeter units only)	Clean/inspect - 100%	Association	6 Months	Clean/inspect Spring & Fall \$1,900/ea.	2017
Add sand (fill standing water spots in crawl spaces)	Repair problems (excessive moisture/ termites)	Association	1 YR	Add sand \$1,032; Level area \$1,420/unit	2017
Front porches & balconies (minor repairs)	Inspect (100%)/repair/caulk/paint (est. 30 units) Note 1	Association	1 YR	Insp. \$15 to \$25, Touch Up-Paint - \$85/unit; Est. total \$4,900 Note 1	2017
Dehumidifiers (preventive maintenance)	Inspect all/PM & repair as needed	Association	1 YR	\$140/unit (8 installed); total \$1,120	2017
Structure (joists & subfloor) in crawl spaces	Inspect (100%) excessive moisture & termites	Association	1 YR	Inspect (all units) \$7,500	2017
Structure (joists & subfloor)	Repair deficiencies (est. 2); treat fungus (est.8)	Association	1 YR	Add pier \$425-\$625; joist repair or sister beam \$300; treat fungus \$700/unit	2017
Front porches & balconies	Paint – 25%	Association	4 YRS	Estimate \$4,500/YR	2020
Exterior door trims (front, side, rear, garage trim to brick façade)	Inspect/caulk interfaces on brick surfaces only)	Association	4 YRS	Caulk \$0.45/ft., Note 2	2020
Exterior door trims	Inspect/repair/ paint - 25%	Association	4 YRS	Paint \$75-120/unit; caulk \$0.45/ft.; repair - \$300-358/unit	2021
Concrete gutters & sidewalks (common areas only)	Scrub/power wash 100%	Association	4 YRS	To be determined	2020
Rear decks & stairs	Inspect 100%; repair as needed	Association	5 YRS	To be determined	2020
Common area deck & pergola	Inspect/power wash/seal-100%	Association	5 YRS	\$3,000	2021
Roofs & exhaust vents	Inspect/replace if needed, 20%/yr.	Association	5 YRS	Insp. \$100/bldg.; Replace Vent \$60	2017
Vapor Barrier in crawl spaces	Inspect/replace if needed - 20%/yr.	Association	5 YRS	Replace \$800	2022
Insulation in crawl spaces	Inspect/replace if needed- 20%/yr.	Association	5 YRS	Repair \$200	2022



<p>Brick steps, porch assemblies & railings, curbs/gutters, roads, all sidewalks, parking areas, driveways, street lighting, rear deck assemblies, privacy fencing between units, garbage enclosures, rear area trellises, traffic & information signage, and perimeter fence/gate.</p>	<p>Association</p>	<p>CE</p>	<p>Includes grouting and/or re-pointing brickwork joints in porches & steps, patio steps between units, painting of front porch wood & trims, and repair or replacement of rear decks, privacy fences and trash container enclosures. Owners are responsible for pressure-washing and maintenance (staining/sealing) of rear decks, and maintenance, repair, & replacement of screening on enclosed decks, as required. With WPCA approval, some Owners have expanded decks and/or privacy fencing after purchasing unit. Owners who modify Association-owned elements are responsible for all maintenance & repair of the modified elements. Owners are responsible to maintain (pressure-wash) driveways and sidewalks serving individual units to remove mold/mildew.¹</p>
<p>Storm drain system</p>	<p>Association</p>	<p>CE</p>	
<p>Utilities serving more than one unit</p>	<p>Association</p>	<p>CE</p>	

¹ The spur road section serving units 316, 120, 324 and 328 is a part of Zelvova Road. Residents in these units are responsible for driveways out to the edge of the pavement. WPCA is responsible for the spur from the main street to the driveway of unit 316.



Privacy fences & garbage enclosures	Power wash/repair/seal - 20%/yr.	Association	5 YRS	Power wash/seal: fence \$105/enclose. \$65-\$90	2017
Siding (vinyl & brick), fascia, soffits	Inspect/repair – 20%/yr.	Association	5 YRS	Power wash \$350 - \$700/bldg.	2017
COMPONENT	MAINTENANCE ACTIONS	PROPOSED RESPON.	FREQUEN CY	ESTIMATE	YEAR START
Siding (vinyl & brick), fascia, soffits	Inspect/repair – 20%/yr.	Association	5 YRS	Power wash \$350 - \$700/bldg.	2017
Gutters & downspouts (inner units)	Clean/inspect-100%	Association	5 YRS	Insp. \$50/bldg., Repair \$45/hr.	2021
Zelkova Road surface sealing	Prep/seal - 100%	Association	5 YRS	\$7,000	2020
Postal boxes & enclosures	Inspect/power wash - 100%	Association	5 YRS	\$100 ea.	2017
Entrance Sign	Inspect/prep/paint	Association	5 YRS	\$130	2017
Pergola center area	Inspect/pwr. wash/seal	Association	5 YRS	To be determined	2021
Safety barrier (front of 316 - 328)	Inspect/pwr. wash/seal	Association	5 YRS	\$1,000	2017
Caulk interface – siding to brick façade	Inspect/repair/caulk – 50% over 2 yrs.	Association	7 YRS	Caulk \$0.45/ft. (\$50/bldg.); repair \$35/hr.; est. \$1,600 /yr.	2023
Caulking of interface between brick fascia & door trims, plus vinyl siding & brick siding	Inspect/repair/caulk, 50% over 2 yrs.	Association	7 YRS	Caulking -\$ 0.45/ft. (\$50/bldg.) - Total \$1,600, Repair - \$35/hr.	2022
Exterior windows & vents (on brick facades)	Caulk - 15% of bldgs./yr.	Association	7 YRS	\$50-\$65/bldg.	2021
Perimeter fence and gate	Inspect/repair - 100%	Association	7 YRS	\$145	2021
Storm drains	Inspect/clean - 100%	Association	10 YRS	\$2,500	2022
Siding/foundation exhaust vents	Inspect/repair - 10%/yr.	Association	10 YRS	Replace vent \$30/ea.	2019
Driveways, sidewalks & curbs	Inspect/repair - as required	Association	10 YRS	To be determined	2020
Street lights & entrance lights	Inspect foundation/ repair	Association	10 YRS	\$1,000	2019
Steel angle lintels over windows, exterior doors & garage doors	Inspect/sand/paint, 10% of bldgs./yr.	Association	10 YRS	Sand & paint \$15/lintel	2020
Address plaques	Replace 100%	Association	NA	Buy Est. \$6,000; Install \$20/unit	2016
Signage (speed, visitor & no parking)	Inspect/clean/paint	Association	NA		
Foundation (footing, piers, blocks)	Repair, as required	Association	NA		
Front brick steps	Re-point, as required	Association	NA		
Crawl space access panels	Replace (PVC), 10/yr.	Association	NA	Replace \$110 ea.	Ongoing

Note 1. Front Porches, estimate minor repairs (i.e., non-replacement of porch/balcony) \$4,000/year (specific part replacement).

Note 2. Openings in drop siding do not have to be caulked.

Note 3. This attachment is for guidance only.